

## PERSONAL INFORMATION

## Karin Gatt



📍 86, Marsa road Marsa, MRS 1702 Marsa (Malta)

☎ (+356) 99121259

✉ karin\_gatt@hotmail.com

## WORK EXPERIENCE

09/11/2012–25/11/2012

## School Job Exposure

Outlook Coop

- Recording and updating databases
- Photocopying and scanning documents
- Sorting and handing out post
- Supporting the reception desk

01/07/2013–21/09/2013

## Waiter

Summer Job

- Greet guests in a professional manner
- inform customers of daily specials
- serve food and beverage to guests

01/07/2014–26/11/2014

## Sales Person

Trafalgar Giftware &amp; Art Gallery Valletta

- Sorting out boxes with Delivery
- Pricing items and Recording Transactions
- Assist customers when they are searching for something in particular.

06/01/2015–10/04/2015

## Sales Person

Tafal Souvenir Shop

20/04/2015–01/04/2018

## First Assistant Manager

McDonalds Sliema

Worked 1 year as a crew member learning all stations

Promoted to swing manager after 1 year and to Second assistant 6 months after. As of December I started handling all operations of the restaurant as First Assistant Manager. Responsibilities: Payroll, Schedule, Ordering and inventory, Interviews, P&L and Month Ends of the restaurant.

04/04/2018–31/05/2019

## Store Manager

New York Best Sliema

- Staff Scheduling
- Maintenance Lists
- Overseeing the operation of the restaurant
- Orders from suppliers and accepting deliveries
- Inputting of Invoices

- Working out End of Months Reports
- Monthly Inventory
- Closing Deposits and End of Days
- Crew Labour work out

06/07/2018–Present

**Store Manager**

Wok to Walk Malta Ltd

- Managing the restaurant according to the Franchise requirement
- Plan and assign daily tasks to outlet crew
- Analyzing performance and sales of the outlet
- Develop and enforce established policies and procedures
- Maintain the outlet facility clean and safe
- Interview and hire crew members for the outlet
- Develop cost-effective operational plans to achieve outlet goals
- Assist in cash handling activities and inputting of invoices
- Organize regular meetings to discuss about issues and updates

01/06/2019–Present

**Accounts Administrator & Payroll Manager**

The Popular Marketing Ltd

- Inputting Invoices
  - Cash Reconciliations
  - Updating suppliers statements
  - Issue checks to suppliers
  - Recording business transactions and uploading statements
  - Responsible for filing system
- 
- Knowledge of Xero
  - Knowledge of Indigo Shireburn

**EDUCATION AND TRAINING****Ordinary Level Subjects**

Maria Regina Blata I Bajda

- Maths
- English
- Maltese
- Physics
- Spanish
- French
- Italian
- Business Studies
- Social Studies
- English Literature
- Religion Studies

**Advanced Level Studies**

Richard Clarke Academy Pieta

Advanced Accounting

01/10/2017–01/06/2018 **ACCA Diploma in Accounting and Business**  
PwC's Academy

01/06/2018–Present **ACCA**  
PwC's Academy

## PERSONAL SKILLS

Mother tongue(s) Maltese

### Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
	Ordinary Level				
Italian	B2	B2	B2	B2	B1
	Ordinary Level				
Spanish	A1	A1	A1	A1	A1
	Ordinary Level				
French	A1	A1	A1	A1	A1
	Ordinary Level				

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

### Communication skills

- Emphatic listener and persuasive speaker
- Excellent written and verbal communication skills
- Love meeting new people
- Enjoy working as a team member as well as independently
- Outgoing with people
- Self motivated person

### Digital skills

ECDL