



Mueez Ramzan

501-563-2733. mueez3001@gmail.com. 4609 Dawson Dr. North Little Rock, AR 72116.

Profile

Motivated, experienced in entry-level data analyst. Currently attending University of Arkansas Little Rock, obtaining Bachelor's Degree in Information science, 2021. Professionally skilled in Microsoft Word, Power Point, Word Excel, Adobe Photoshop, Adobe, Illustrator.

Experience

DELIVERY DRIVER, PAPA JOHNS

4612 JOHN F KENNEDY BLVD STE 6, NORTH LITTLE ROCK, AR 72116
2216-PRESENT

Delivering food product to customers in timely manner. Washing Dishes, prep the dough. Taking phone orders. Making Pizzas. Folding Boxes.

GENERAL MANAGER, PAPA JOHNS

11321 W MARKHAM ST. STE 3, LITTLE ROCK, AR 72211
2019-2020

Manage operations.

- Perform all Company policies, procedures, programs, and systems. • Follow all federal, state, and local laws.
- Use ethical business practices.
- Build a system of quality with team members,
- Respond to all customer concerns and issues
- Request customer and team member feedback
- Improve restaurant operations
- Build brand loyalty
- Recruit customer-focused team members
- Maintain adequate staffing levels according to projected sales
- Train team members to exceed customer expectations
- Build an atmosphere of teamwork, energy, and fun.
- Manage profit goals
- Ensure food, labor and other controllable costs stay within budget
- Correct deviations by using the PROFIT System.
- Manage the company's assets by keeping the restaurant clean
- Equip restaurant and maintain all equipment.

SHUTTLE DRIVER, WYNDHAM HOTEL

2 RIVERFRONT PL, NORTH LITTLE ROCK, AR 72114
2017-2018

Greet and escort guests to rooms. Open doors and assist guests/visitors entering and leaving property. Inform guests of property amenities, services, and hours of operation, and local areas of interest and activities. Identify and explain room features to guests (e.g., use of room key, mini-

bar, ice and vending areas, in-room safe, valet laundry services). Transport guest luggage to and from guest rooms and/or designated bell area. Assist with luggage storage and retrieval. Assist guests/visitors in and out of vehicles, including assisting guests with loading/unloading luggage. Supply guests with directions. Arrange transportation (e.g., taxi cab shuttle bus) for guests/visitors, and record advance transportation request as needed. Communicate parking procedures to guests/visitors.

ADMINISTRATIVE ASSISTANT, EMERGING ANALYTICS CENTER - UNIVERSITY OF ARKANSAS LITTLE ROCK
2801 S. UNIVERSITY AVE. ETI BLDG. ROOM 418, LITTLE ROCK, AR 72204
2017-2017

Process incoming and outgoing mail, make copies, correlating and delivery of copied materials, facilitate on-campus courier needs, answer incoming calls & respond as directed, typing documents, general data entry, maintain cleanliness of lab areas, cleaning the microwave, cleaning the refrigerator, set-up for scheduled meetings, travel coordination, P-card and Travel Card Documentation Reconciliation, breakdown and clean-up after meetings, general filing, other staff support duties as-assigned.

SALES MANAGER, CRICKET WIRELESS
1725 MAIN ST, NORTH LITTLE ROCK, AR 72114
2015-2015

Managing the store, marketing, scheduling, Placing inventory. Providing great customer service.

VET TECH, AFTER ANIMAL HOSPITAL
290 SMOKEY LN, NORTH LITTLE ROCK, AR 72117
2015-2015

Taking care of patients, comforting the owners of the patients, making a clean detailed report for the doctor, prep for the surgery, sanitize after the surgery/when patient leaves.

DELIVERY DRIVER, PIZZA HUT
3701 WARDEN RD, NORTH LITTLE ROCK, AR 72116
2014-2016

Delivering food product to customers in timely manner. Washing Dishes, prep the dough. Taking phone orders. Making Pizzas. Folding Boxes.

Education

North Little Rock High School

201 W 22nd St, North Little Rock, AR 72114

Highschool Diploma, 2014

University of Arkansas Pulaski Technical College

3000 W Scenic Dr, North Little Rock, AR 72118

Associate Degree in Information Science, 2016

University of Arkansas Little Rock

2801 S University Ave, Little Rock AR 72204

Bachelor's Degree in Information Science, 2021

Skills

- Data entry
- Shuttle Driving
- Velet Pakring
- Hazmat
- Multilingual
- Communication
- Teamwork

Languages

- Urdu - Fluent
- Hindi - Expert

References

Megan Rollins - 501-690-5807 (Friend)

Work: Project Manager Intern at VCC Construction

Known: 3 Years

Kenyardis Forman - 501-515-8796 (Friend)

Work: Assistant Manager at Pizza Hut

Known: 5 Years

Aaron Davidson - 501-266-3489 (General Manager at current job)

Work: General Manager at Papa Johns

Known: 3 Years

Logan Snapp - 501-940-6348 (friend)

Work: VCC Construction

Known: 3 Years

Social Media Links

- **FaceBook:** <https://www.facebook.com/mueezramzan123>
- **Instagram:** <https://www.instagram.com/mueez3001/>
- **Indeed:** <https://my.indeed.com/p/mueezr-xliucto>
- **LinkedIn:** <https://www.linkedin.com/in/mueez-ramzan-323964b6>