

PERSONAL DETAILS

Name : Hasan Ebrahim Alhaiki

Nationality : Bahraini

Sex : Male

C.P.R. No. : 770900208

Passport No. : 2115741

Marital Status : Married

Address : Muharraq 206, Road 640

House 1117

Cell Phone : 39126606

Email address : hashaik1@gmail.com

**EDUCATION RECORDS**

Technical Qualification : First Diploma in Electrical Electronic Technology, from Bahrain Training Institute 2001-2002

Education : Secondary School Certificate Examination

Al Hidaiaa Al-Kalifiah Secondary School (Scientific) 1997-1998

Working Knowledge : Key boarding (Arabic & English) correspondences, Business Administrative Entrepreneurship & Information Technology.

Languages Known : Very good in English & Excellent in Arabic.

**OTHER COURSES**

* Customer services stars from Gulf Business Machines July 2005.
* Training programmer for Security personal from Baisan Institute of Hotel Management.

**WORK EXPERIENCE**

PURCHASING

ABDELWAHAB RESTAURANT

FROM .10.2010 UP TO PRESENT

MANAGERS,(SECOND ASSIST.MANAGER)

Mc McDonalds

From 30.04.2007 TO 2010

*Responsibilities:*

* Assist management to achieve its monthly budget.
* Ensure Restaurant are set up according to plan
* Check and ensure all guests’ and staff’s safety are adhered.
* Coordinate between service and kitchen workflow.
* Check and ensure all operating equipments are in good working condition.
* Allocate servers on different stations according to bookings.
* Liaise with kitchen on special events and guests’ requests.

WAITER SUPERVISOR

CHILIS RESTAURANT

From October 2000 – to March 2004

*Responsibilities:*  
TEAM PLAYER AND LEADER

* Assist management to achieve its monthly budget.
* Ensure Restaurant is set up according to plan.
* Check and ensure all guests’ and staff’s safety are adhered.
* Coordinate between service and kitchen workflow.

ACCOUNTING ASSISTANT

Gulf Pearl Hotel

April to September 2002

SECERTARY ASSISTNT

Al Zayani Primarily

"Job Training" 1st Jan 2002- To 31st March 2002

*Responsibilities:*

* Answer telephones and transfer to appropriate staff member.
* Meet and greet clients and visitors.
* Create and modify documents using Microsoft Office.
* Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
* Maintain hard copy and electronic filing system.

**OBJECTIVE**

I have over 8 years experience in to many different field; and my current profile would enable me to make full use of my organizational skills, and I am well developed communication skills which will enable me to effectively manage and organize my workload efficiently.