



WAELEZZAT SARYEDDYN

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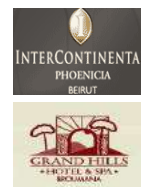
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❖ OBJECTIVE:

An experienced catering manager searching a position with an industry in which to practice my skills and put my training to good use

❖ EDUCATIONAL BACKGROUND:

1. Al Kafaat Institute Technique 2002- 2006
(Technical Baccalaureate degree in hotel management)
2. Majdelbana High School 2000- 2002
3. 6 month training in Phoenicia Intercontinental /Beirut - Lebanon / 2004
4. 6 month training in Grand Hells Hotel / Beirut - Lebanon / 2003



❖ HOSPITALITY BACKGROUND:

1. Managing the food and beverage provision for functions and events.
2. Supervising catering and waiting staff at functions.
3. Planning menus in consultation with chefs.
4. Recruiting and training permanent and casual staff.
5. Organizing, leading and motivating the catering team.
6. Planning staff shifts and roles.
7. Ensuring health and safety regulations are strictly observed.
8. Budgeting and establishing financial targets and forecasts.
9. Monitoring the quality of the product and service provided.
10. Keeping financial and administrative records.
11. Managing the payroll and monitoring spending levels.
12. Maintaining stock levels and ordering new supplies as required.
13. Interacting with customers if involved with front of house work.
14. Liaising with suppliers and clients.
15. Negotiating contracts with customers, assessing their requirements and ensuring they are satisfied with the service delivered (in contract catering).
16. Ensuring compliance with all fire, licensing, and employment regulations.
17. Maximizing sales and meeting profit and financial expectations.

❖ **EDUCATIONAL PROFILE AND PERSONALTY ATTRIBUTES:**

1. Friendly, polite, hardworking and committed with integrity.
2. Managerial experience to handle the restaurant /catering to create relationship between employees and respective department.
3. Committed to achieve building of a professional career in the field of hospitality.

❖ **WORKING EXPERIENCE:**

- Emirates Taste Catering Services. / Mussafah United Arab Emirates.



2015 – Present.

Operation manager
Abu Dhabi / Al Ain
Operating school's cafeteria and outdoor catering function.

- Consolidated Contractors Engineering International Company (CCIC)



2010 - 2015

2014 – 2015

- Presidential palace project: (PPP)
Supervisor Catering

2012 -2014

- Shah Sulfur Station & Pipe Line Project. (SSSP)
Supervisor Catering

2010 - 2012

- Bab Tamama G Development Project. (BTG).
Supervisor services

Responsibilities:

1. Supervise and follow the Catering menu including any special dietary needs.
2. Supervise the staff and allocation of duties.
3. Prepare menus and food within the guidelines issued.
4. Carry out staff training.
5. Checking and recording of all food received, quantities of ingredients used and the number of meals produced and served.
6. Ensure the cleanliness of the kitchen, equipment and surround.
7. Ensure the security of the kitchen, associated stores and surround.
8. Ensure the Food Hygiene and Health and Safety Regulations are adhered to at all times.
9. Ensure that the Health and Safety at Work Act as defined by the County Council is observed within the kitchen and report any accidents in the kitchen or complaints regarding staff welfare.
10. Report faults in equipment and request necessary day to day maintenance of premises.
11. Ensure that all staff work the required hours and that the correct break periods are observed.
12. Ensure that no food is removed from the premises.
13. Prepared to give practical help in any part of the kitchen should the need arise.
14. Carry out any other reasonable duties within the overall function of the job.



➤ Veranda Restaurant & Flower Shop Manama Bahrain. 2009 – 2011

Restaurant Manager

Fine dining restaurant, flower shop and chocolate, Barari carpentry, outdoor catering,
And outdoor creation:

Responsibilities:

1. Taking responsibility for the business performance of the restaurant:
2. Analyzing and planning restaurant sales levels and profitability:
3. Organizing marketing activities, such as promotional events and discount schemes:
4. Preparing reports at the end of the shift/week, including staff control, food control and sales:
5. Creating and executing plans for department sales, profit and staff development.
6. Setting budgets and/or agreeing them with senior management.
7. Planning and coordinating menus.
8. Coordinating the entire operation of the restaurant during scheduled shifts:
9. Managing staff and providing them with feedback.
10. Responding to customer complaints:
11. Ensuring that all employees adhere to the company's uniform standards:
12. Meeting and greeting customers and organizing table reservations.
13. Advising customers on menu and wine choice:
14. Recruiting, training and motivating staff:
15. Organizing and supervising the shifts of kitchen, waiting and cleaning staff.
16. Maintaining high standards of quality control, hygiene, and health and safety
17. Checking stock levels and ordering supplies.
18. Preparing cash drawers and providing petty cash as required.
19. Helping in any area of the restaurant when circumstances dictate



➤ Fakhrudin Restaurant / Manama Bahrain. 2007 – 2009

Restaurant Manager

Saar/Juffair branches

Responsibilities:

1. Identify and estimate quantities of foods, beverages, and supplies to be ordered.
2. Maintain relationships with customers and staff.
3. Update and use job-related knowledge.
4. Schedule staff work hours and activities.
5. Evaluate health and safety practices against standards.
6. Organize, plan, and prioritize.
7. Make decisions and solve problems concerning menus and staff.
8. Judge the quality of food, preparation, and job applicants.
9. Process and analyze information when scheduling and budgeting..
10. Record information about inventory and health practices.
11. Handle food, utensils, and bookkeeping materials.
12. Monitor food preparation and cleaning methods.
13. Implement ideas or products.
14. Get information from customers, employees, and inventory records.
15. Inspect equipment and food deliveries.
16. Monitor and oversee purchases, menus, staff, and payroll.
17. Guide, direct, and train staff.
18. Coordinate the work and activities of staff.
19. Communicate with customers, sales reps, and suppliers



- Bliss House Restaurant: Bhamdoun / Kaslik Lebanon 2000 - 2007

Restaurant manager

I joined Bliss House restaurant as Head Waiter for 3 years I was working in all the sections of the restaurant <<service area, juice bar & the kitchen >>

After 3 years I have been chosen to be as branch Restaurant manager".

❖ PERSONAL INFORMATION:

Name:	Wael.
Surname:	Saryeddyn.
Gender:	Male.
Date and place of birth:	5/ July / 1982, Mesherfeh /Alley-Lebanon.
Marital status:	Single.
Nationality:	Lebanese.
Phone number:	+971-0561127128
Email address:	wsaraydeen@yahoo.com
Language proficiency:	Fluent in reading, writing, and speaking <i>ENGLISH & ARABIC</i>

❖ OTHERE QUALIFICATIONS:

1. Computer and Internet.
2. Microsoft Office Word, Excel, Power point.

I do certify the above information is true and correct as to the best my knowledge.

❖ REFERENCE:

Available upon request:

Sincerely yours.
Wael Saryeddyn