

🏠 Riyadh  
☎ 0500300498  
✉ s.jamal.off@gmail.com  
🌐 linkedin.com/in/sajamal

# Saad Jamal Salim

Operation Manager

Efficient Coffee Shop Manager capable of assessing customer needs managing inventory and preparing staff schedules. Adept at meeting immediate needs in a timely efficient manner. Specialize in skillful staff management in frequently fast-paced settings.

---

## Core Qualifications

- Excels at managing cafe restaurant and food prep staff in various settings.
- Tracked daily revenue and prepared related weekly and monthly reports in a timely manner.
- Remarkable understanding of food prep and restaurant cleanliness standards
- Mingled with customers daily and ensure optimal level of customer service was provided.
- Supervised staff and ensured that all health and safety codes were followed.
- Good written and oral communications skills, Handled any customer service complaints.

---

## Experience

2020 – NOW

### Operation Manager / EAGLE LOUNGE

implement food safety guidelines, Adept at quickly resolving customer and vendor issues, monitored inventory of supplies, determined employee schedules, and handled time off requests.

2014 – NOW

### Operation Manager / BDL GLOBAL GROUP

Experience with a demonstrated history of working in public relation, logistics and supply chain industry. Skilled in Operations Management, Customer Service, Sales, Team Building.

2011 – 2014

### Senior Project Coordinator / ALMAJDOUIE

maintain and monitor project coordination, plans, schedules, working hours, organize meetings, and provide administrative assistance and office support to ensure effective operation for the Department.

---

## Education

- ✓ Marketing course
- ✓ Civil Defense and First Aids course
- ✓ 6-SIGMA (Quality and risk management Training)
- ✓ Training course in Tourism and Hotel College