NAWAF ALOTAIBI

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ABOUT ME

I seek to apply the experience and skills I acquired during my academic and practical stages within a competitive work environment that enhances my ability to advance and operate my creative skills create the appropriate environment to acquire experiences and skills

EXPERIENCE

Cafe Manager
Plenty of things (Sada Cafe) **Nov 2021 - Present**

Managing and operating 2 brands (Cafe , Ice cream)
Prepare menus
Sit the price
Create a new recipe for Cafe and Ice cream
Train the staff
Building strategic relationships with partners and suppliers
Sit up the new machine and POS systems for each brand
Managing the brands stock

Shift Supervisor
Plenty of things (Sada Cafe) **Mar 2021 - Nov 2021**

Leader of morning shift team and responsible of the following :
Ensure health and safety regulations are followed
Scheduling
Customer service
Ensure cleanliness of working areas are maintained
Assign tasks and working position to team members
Ensure maintaining clean store (Bar , Tables , Restrooms , Floor , etc ..)
Responsible of team attending shift on time
submit weekly and monthly employees evaluation
Stocktaking , order materials needed for production

Barista
Dr.cafe SpecialtyCoffee (V12) **Oct 2020 - Mar 2021**

Serving hot and cold drinks
Serving drinks with art latte
Work on all coffee tools (Espresso machine - V60 - syphon - chemex - Moka pot - French press - Nitro)

Customer service specialist
Contact Center Company (STC) **Aug 2018 - Jan 2019**

Maintaining customers who want to move to another operator
Giving offers and discounts to valuable customers
Attracting new clients

EXPERTISE

Management Skills
Hospitality Skills
Communication Skills
Programming Skills
Cost Calculation
Training

VOLUNTARY

Misk Chairty Exhibition
International Book Fair

EDUCATION

Imam Mohammed bin Saud University
Diploma of Computer science Programming
2020 - 2022
3.9/5 GPA