**Umidjon Yakubov**

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| **Date of Birth**: October 29, 1989  **Address**: Tashkent, Uzbekistan  **E-mail**: [umidjonstar@gmail.com](mailto:umidjonstar@gmail.com)  **C**: +7 (919) 923 13 53 |

Objective

Use my abilities at full strength, to improve my future date, and the development of the company where I work. Being an integral part of a friendly and cohesive team.

Employment Experience

**“SHAYX HAYOT” LLC** June 2015 – December 2015

Restaurant managing - Hall administrator.

* Ensure cleanliness and order in the courtroom.
* Organize waiters cleaning dirty dishes and amended by tables and chairs.
* Ensure the presence on the table napkins and spices
* Ensure availability of clean dry trays and instruments at hand.
* Follow the menu on the presence of the hand.
* Ensure compliance with price tags and quality of food and price tags.
* Ensure the presence of boiling water on the tea table in the samovar, dry cups, the presence of sugar and lemon
* Ensure cleanliness in the children's corner, the presence of paper and markers. When children turn on the TV.
* Follow the musical accompaniment of the hall, the sound level. At the request of the guests to reduce the sound.
* Include only those programs that defined in advance. At the request of the guests, you can switch the program. After the departure of the guests return to the previous program.
* Ensure the correctness of the waiters and the staff in the hall. Avoid contact of those. staff with the guests
* To tell the guard about the facts of theft by staff and visitors
* Take measures to prevent and eliminate conflicts
* Take orders, develop and maintain plans for the jubilee celebrations, weddings, banquets
* At the request of the customer of his material to organize a decoration of the hall
* Implement serving festive table
* Coordinate activities with customers when submitting each dish
* Do not leave the restaurant throughout the event
* Take part in cleaning after events halls
* To inform the leadership of the organization on the existing shortcomings in the service of visitors and to take measures to eliminate them.
* Responsible for the safety of equipment in bargaining hall. In the event of equipment failure in the hall and the kitchen, organize its removal.
* After 6 months of work to pass a medical examination of the company's account and controls the passage of medical examination of his subordinates.

**“SAYORA SAVDO” LLC** March 2012 – November 2014

Personnel Management - General Manager

* Control center: control of all services
* Commercial management (planning and cost control, budget management, the solution of commercial issues)
* Interaction with tenants, rotation of tenants
* Monitoring the state of the premises
* Establish and maintain contact with the owner of the building
* Interaction with state bodies and inspectors inspections
* Monitoring of compliance with legislation and regulations on the entertainment center management
* Marketing and promotion entertainment center
* The responsibility for the additional increase profitability
* Preparation of reports for Head Office management
* Actively providing assistance and team-work during busy periods

Education and Training Programs

**Academic Lyceum under Bukhara** September 2005 – June 2008

**Technological Institute of Food and Light Industry**

Foreign Philology – Diploma of Academic Lyceum

**Tashkent State University of Economics** September 2010 – June 2014

Business Administration – Bachelor’s Diploma

Proficient

* MS – WORD, EXCEL, POWER POINT, PHOTOSHOP, PINACLE STUDIO,
* OPERA

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| **Languages** | **Written** | **Spoken** |
| **English** | Excellent | Excellent |
| **Russian** | Excellent | Excellent |
| **Farsi** | Fair | Good |
| **Uzbek** | Mother tongue | Mother tongue |