



DAYANAT VALIYEV

M. J A F A R O V S T R 1 6 / 1 3 4 x B A K U , A Z E R B A I J A N

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Date of birth: 17 April 1993

EDUCATION

Azerbaijan Architecture and Construction University

Faculty - Construction Economy, Organization and Management, 2010-2014

Bachelor of Economics Degree

EXPERIENCE

Sinteks Group of Companies

Operations manager

June 2015 - August 2015

- Maintain high quality products by ensuring compliance with all operations procedures in all stores.
- Analyzing and planning shops' sales and profitability.
- Enforce & support all training & development plans for all staff under his supervision as per company's policy.
- Manages all day-to-day operations.
- Managing quality assurance programs.
- Researching new technologies and alternative methods of efficiency.
- Setting and reviewing budgets, managing cost and agreeing them with senior management.

Gloria Jean's Coffees

Store Manager

July 2014 - May 2015

- Recruiting, training and motivating staff.
- Organizing and supervising the shifts of kitchen, waiting and cleaning staff.
- Coordinating the entire operation of the restaurant during scheduled shifts.
- Managing staff and providing them with feedback.
- Preparing reports at the end of the shift/week, including staff control, food control and sales.
- Organizing marketing activities, such as promotional events and discount schemes.

Traveler's Coffee**Sales Assistant****September 2013-august2014**

- Ensures that all customers are educated on our products and services.
- Maintains the highest quality, consistent product standards.
- Follows all Company's drink recipes and procedures, making coffee drinks, latte art etc.
- Passes monthly re-certifications in a timely manner.
- Develops an understanding of coffee and tea regions and the various differences in flavor and blends.
- Begins to educate themselves on the various types of coffee, tea products, blends and roasts.
- Be involved in stock control and management.
- Giving advice and guidance on product selection to customers.
- Be involved in stock control and management.

COMPUTER SKILLS

Software: Microsoft Office, MS Word, especially good Excel, Outlook, Power Point.

COURSES AND TRAININGS

- IETLS (band 6) – British Council
- AutoCAD – Intermediate User
- Sales Trainings – Sinteks Group of Companies

PERSONAL QUALITIES AND SKILLS

- Strong organizational and administrative skills, achieving goals within specified time frame.
- Knowledge of Staff Management, Psychological Management, Marketing.
- Strong analytical skills with the ability to collect, organize, analyze, and control significant amounts of information with attention to detail and accuracy.
- Problem-Solving Skills.
- Honesty, Flexibility.

LANGUAGES

- Azeri (Native)
- English (Fluent)
- Russian (Fluent)
- Turkish (Good)