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|  | **Taleh Hasanov**  Address: J.Khendan 34  Phone: +994 505479454  E-mail: [talehhasanov@gmail.com](mailto:talehhasanov@gmail.com) |

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|  | Personal Details  Date of Birth: 22/02/1989  Marital status: Single  Education  Bachelor degree in International Relations Baku Slavic University (May, 2011)   * Diplomacy * Average degree: A+ (5 out of 5)   Secondary school #193, May 2007  Work Experience  Sales Manager, Samir-A company  September 2007 –June 2008, Baku, Azerbaijan  Main responsibilities:   * Responsible for purchasing, appraising and managing inventory. * Recommend vehicles (brand, model, color) based on customer choices. * Respond to customer complaints and ensure highest level of customer satisfaction. * Handle retail related concerns and coordinate with salespeople to close vehicle purchase deals.   Waiter, Restaurant “Sadovod”  September 2011 –July 2012, Moscow, Russia  Main responsibilities:   * To be able for serving food and beverages efficiently and in a most polite manner. * To suggest food and beverages ~ to be well versed with the menu, method of preparation and accompaniments. * To maintain cleanliness and mise-en-place level at working station and service pantry for smooth operation. * To set up tables for meals, including setting up items such as linens, silverware and glassware * To clean and remove dishes from the table after service is completed. * To transport soiled dishes from dining room to kitchen and depositing them in proper place   Bartender, Restaurant “Sadovod”  July 2012 – January 2013, Moscow, Russia  Main responsibilities:   * Prepare alcohol or non-alcohol beverages * Mixing and serving alcoholic beverages to customers. * Creating beverage lists, menus and drink promotions. * Preparing cocktails and other drinks. * Ensuring that customers receive an efficient and prompt service.   Head Waiter, Restaurant “ Oasis in Forest”  January 2013 –October 2014, Moscow, Russia  Main responsibilities:   * To welcome, sit and take food orders from guests in the Lounge or Restaurant * To socialize with the guests, the ability to offer the guest meal, a drink under their taste. * To ensure that all guest wishes are met so far as is reasonably possible. * To ensure that service is at all times performed in a professional manner following standards set * To effectively manage Staff time and productivity whilst at work. * To ensure that the Restaurant Service areas are maintained to a high standard of cleanliness * To maintain good communication between Kitchen/Restaurant and other departments on a daily basis re specials, shortages and special dietary requirements.   Skills   * Language : Turkish, Azerbaijani (native), Russian (fluent), English (intermediate) * Soft: Microsoft Office, Opera, Micros, Quicktyper etc. * OS: Microsoft Windows, Linux, Vista |