

SHIRLEY ADAFIA

SALES ASSISTANT/CASHIER

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SHARJAH,U.A.E



PROFESSIONAL SUMMARY

Seeking for a Suitable Position, Where My Past Experience Would Be Fully Utilized in My Career Advancement and development. And Where, My Potential Would Bring a Significant Contribution to the Success of My Current Employer Knowledgeable Shift Manager proficient in scheduling, money handling and team management. Successful at overseeing all areas of operations. Keen to develop and advance professionally to take on more challenging position.

EXPERIENCE

December 2021 - Current

Shift Manager SUBWAY | SHARJAH, UAE

- Used coaching and mentoring talents to develop junior staff members, increasing competent, confident team performance.
- Briefed teams on daily operational requirements, motivating and incentivising staff to work tirelessly to achieve them.
- Upheld company standards and compliance requirements for operations and cleanliness of all areas.
- Mentored and supported new employees to maximise team performance.
- Led by example in completing all tasks with energy and enthusiasm, aiding a positive team mentality.

JANUARY 2018 - JANUARY 2020

CREW MEMBER SUBWAY LLC | FUJAIRAH

- KEPT RESTAURANT CLEAN BY CONDUCTING REGULAR DEEP CLEANS.
- WORKED WITHIN VARIETY OF KITCHEN STATIONS, INCLUDING FOOD PREP, COOKING AND DISHWASHING
- PROCESSED HIGH VOLUME OF CUSTOMER ORDERS DAILY USING POINT OF SALE (POS) SOFTWARE.

- COMPLETED CLEANING AND SERVING TASKS TO HIGH-QUALITY STANDARDS.
- OFFERED FLEXIBILITY TO WORK CHANGING BREAKFAST, LUNCH AND DINNER SHIFTS
- COUNTED DOWN TILL AT END OF EACH SHIFT, DEPOSITING MONEY IN SAFE.

JANUARY 2015 - JANUARY 2017
SALES SUPERVISOR YAH GHANA

JANUARY 2012 - JANUARY 2014
SALES SUPERVISOR SILVERBIRD CINEMA

EDUCATION

2004
HIGH SCHOOL CERTIFICATE
SENIOR HIGH
ACCRA SENIOR HIGH SCHOOL

LANGUAGES

ENGLISH

CORE QUALIFICATIONS

- TRAINING AND MENTORING
- STORE MANAGEMENT
- OPENING AND CLOSING PROCEDURES
- STAFF MOTIVATION
- TEAM DEVELOPMENT