



RUBBAB TALAT

OPERATIONS MANAGER

Hardworking and driven management professional equipped to revitalize sales operations as a team player and align procedures to maximize profits and client acquisition. Successful at improving sales procedures to streamline and strengthen processes. Multifaceted leader with analytical and diligent approach to building and leading strong teams.

EDUCATION

- 2013 Bachelors in Education
- 2011 Bachelors in Psychology (2Years)
- 2008 Fine Arts

WORK EXPERIENCE

- 1) **DOCTORS FOR YOU POLYCLINIC** - Patient representative executive
2024-2025 – Dubai, UAE,
- 2) **AL KARAM RETAIL SALES BRAND JHELMUM** – Assistant branch manager
2021-2024 – Islamabad, Pakistan
- 3) **TAHZEED BAKERS** – Head of Training Department
2020-2021 – Islamabad, Pakistan
- 4) **PIZZA HUT** – Restaurant General Manager
2018-2020 – Islamabad, Pakistan
- 5) **CHAYE KHANA** – General Manager
2017-2018 – Jhelum, Pakistan
- 6) **SUBWAY** – General Manager
2017 - 2018 – Jhelum, Pakistan
- 7) **Mc Donald's** – Guest Experience Manager
2015 – 2017 – Jhelum, Pakistan

NATURE OF WORK

- Patient Scheduling, Registration, Intake & Confidentiality
- Policies, Procedures and services Knowledge
- Perform additional administrative tasks as necessary
- Responsible for operational efficiency, profitability and average sale percentage
- Manages the Ideal and actual variance
- Responsible for the daily, weekly, monthly and annual inventory
- Align Water fall according VM Instructions
- Staff grooming and daily basis meeting
- Cash audit and audit reports
- VM Trainings & 100% Audit efficiency
- Responsible for to picking & receiving
- Maintaining stock in hand
- Follow up on the quantity of item barcodes
- Sustain average conversion, ATV & UPT.
- Responsibilities include operations management, shift scheduling, decision making, staff performance management
- Responsible for the food safety standards execution, customer mania plus and champs' Standards execution.
- Operational efficiency and profitability, controlling cost of sales, existing and ideal variance PCA, MCP, MCE that increase bottom line with proactive approach.
- Over viewing store orders (store related purchase orders) through ERP and forecasting sales, plan execution with profitable outcomes,
- Responsible for petty cash, local purchase, sales skills, customer satisfaction, local store marketing (LSM) and annual inventories
- Ensuring that proper Cash Handling procedures are being followed
- Ensuring ongoing sales skills and product knowledge development of employees in area of food and beverages

CONTACT

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Driving license number

Applied

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LANGUAGES

English: 

Urdu: 

Arabic: 

Punjabi 

SKILLS

- Computer literate
- Team Work Management
- Customer service-oriented
- Report analysis
- Payroll
- Database management
- Expertise in (MS- Excel, MS- Word, MS- Power point)

CERTIFICATION

- Certification of star development course, Pakistan
- Dean's list awarded in SDC training central North, Pakistan
- Leading a shift Yum International
- Leading a Restaurant Yum International

