



# Ughur Jafarzade

---

Currently , Taksim  
Istanbul  
Relocatable ( according to job  
requirement )

**E-mail:** ugurcafarzade@gmail.com  
**Phone:** +90-5541296932 (Whatsapp & Call )

## WORK EXPERIENCE

### Safran Hotel , Baku

**Mar 2019 — Present**

Assistant Director

- Coordinated duties of hotel departments including Housekeeping, Front Office, Engineering, and Food & Beverage Teams. Ensured employees were performing assigned tasks and reacted to staff & guest needs.
- Focused on Problem Resolution to address any guest issues and trained staff in Problem Resolution, achieving best monthly score in hotel history in first full month on the job.
- Charged with providing a strong lobby presence to greet, assist, and connect with guests. Responsible for giving detailed information and tours regarding the history of the hotel.

### Mezzo Fast Food , Baku

**Aug 2016 — Jul 2017**

Admin Officer

Manage the food stock / inventory in order to place orders in time

- Launch promotion campaigns for credit of regular customers and attract new customers
- Be responsible for the store's administration
- Accurately handling cash transactions and daily reporting to Manager
- Be responsible for recruitment and training new employees
- Also ensure employee to comply with the restaurant's policies

## CERTIFICATION

Time and Asset Management 2015

Improving Major Skills 2016

Staff & Premises management 2016

## EDUCATION

### Bachelor of Public Administration

**2013 — 2017**

Azerbaijan Technological University , Baku

With a B.P.A. curriculum, i learnt to implement complex public programs, while troubleshooting community and governmental issues successfully. I also learnt business management techniques and the moral implications behind those actions so that programs can function effectively. my course topics were

- Public policy and organizations Administration
- Human resource management
- Social ethics
- Urban planning and management

- Fundraising for non-profits
- Emergency management

## SKILLS

- Guest Services
- Loss Prevention
- Merchandising Expert
- Cash Register Operations

## REFERENCES

References available upon request.