

Ramin Soltani

Duty Manager



درباره من

دارای مهارت بالا در مدیریت داخلی و گرداندگی مجموعه (منابع انسانی)

تجربه‌های کاری

(Office Manager (ADMIN

Unilever | فروردین ۱۳۹۶ تا حالا

Job duties & Responsibilities:

1. Serve as the point person for office manager duties including:
2. Control and program Maintenance
3. Mailing
4. Procurement and equipping office(Supplies)
5. Equipment
6. Supervision of company bills (telephone hot water) and bills related to the office(Bills)
7. Errands
8. Shopping
9. Schedule meetings and appointments
10. Organize the office layout and order stationery and equipment
11. Maintain the office condition and arrange necessary repairs
12. Partner with HR to update and maintain office policies as necessary
13. Organize office operations and procedures
14. Coordinate with IT department on all office equipment
15. Ensure that all items are invoiced and paid on time
16. Manage contract and price negotiations with office vendors, service providers and office lease
17. Manage office G&A budget, ensure accurate and timely reporting
18. Provide general support to visitors
19. Assist in the on boarding process for new hires
20. Address employees queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)
21. Liaise with facility management vendors, including cleaning, catering and security services
22. Plan in-house or off-site activities, like parties, celebrations and conferences
23. Proven experience as an Office manager, Front office manager or Administrative assistant
24. Knowledge of office administrator responsibilities, systems and procedures
25. Proficiency in MS Office (MS Excel and MS Outlook, in particular)
26. Hands on experience with office machines (e.g. fax machines and printers)

اطلاعات تماس

تماس از طریق جابینجا

اطلاعات شخصی

سال تولد: ۱۳۶۱

وضعیت سربازی: پایان خدمت

وضعیت تأهل: متأهل

زبان‌ها

انگلیسی (متوسط)

27. Familiarity with email scheduling tools, like Email Scheduler and Boomerang
28. Excellent time management skills and ability to multi-task and prioritize work
29. Attention to detail and problem solving skills
30. Excellent written and verbal communication skills
31. Strong organizational and planning skills in a fast-paced environment
- 32: Cost Management and Annual Planning
- 33: Manage petty cash and head office's cost and fees
- 34: Personnel recruitment and training

Hotel & Restaurant management

۱۳۹۷ خرداد تا ۱۳۹۳ آذر | Parsian Hotel Azadi

Key responsibilities:

1. Oversee all aspects of the daily operation of the hotel-s Room Service operation.
2. Supervise all Room Service personnel.
3. Respond to guest complaints in a timely manner.
4. Work with other F&B managers and keep them informed of F&B issues as they arise.
5. Organize all documentation for shift work on a daily basis including pre-shift reports, daily training topics, shift floor plan, requisitions for beverage, food and sundries and manage labor on a daily basis through the time management system.
6. Ensure all staff are meeting all established standards of service through ongoing and recurrent training systems
7. Monitor and test service skills of staff, retrain and reinforce all standards on food and quality and service details daily. Provide feedback and appraisals as necessary.
8. Coordinate and monitor all phases of Loss Prevention in the Room Service operation.
9. Ensure compliance with In Room dining SOP-s.
10. Ensure the training of department heads and employees on SOP-s, report preparation and technical job tasks
11. Monitor and supervise the mini-bar department.
12. Ensure effective communications between each shifts.
13. Supervise the room service area in order to attract, retain, and motivate the employees.



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14. Ensure optimal level of service, quality, and hospitality are provided to guest.

15. Regularly review house counts, forecast and VIP list and maintain the confidentiality of the hotel and its guests

16. Ensure the timeliness and accuracy of the amenity set-up and delivery.

17. Ensure compliance with all local liquor laws, and health and sanitation regulations.

18. Ensure that Hospitality Suites are being set-up, serviced and broken down in a timely manner and according to instructions

19. Ensure all staff are meeting all established standards of service.

20. Monitor and maintain cleanliness of In-Room Dining areas and work areas

21. Plan and conduct meetings for outlets on a monthly basis to ensure staff is correctly communicated with and that staff are consistently trained and well motivated. Attend interdepartmental meetings to ensure good cross communication between departments.

22. Assist in the development of marketing initiatives, menu items, and other items to stimulate growth in sales for each outlet and a variety of latest market developments.

(Administrative Officer)(Procurement Expert

خرداد ۱۳۹۸ تا حالا | Lotus Parsian Investment Bank

Job discription and responsibilities:

1. Identify suppliers and arrange contracts for the organization
2. Service and security team management
3. Maintenance and repair management of the building
4. Procurement and office equipment (checklist design and periodic control)
5. Arranging a contract with contractors for periodic service of building equipment
6. Supervision of company bills (telephone, water and electricity) and administrative bills (bills)
7. Evaluation of tenders and auctions
8. Control of employment and insurance contracts and salaries of subordinate personnel (supplementary health insurance)
9. Schedule meetings and appointments
10. Organize office layout and order stationery and equipment
11. Maintaining the condition of the office and arranging the necessary repairs
12. Collaborate with human resources to update and maintain office policies as needed



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زبان ها

انگلیسی (متوسط)

13. Organizing operations and administrative procedures
14. Coordination with the IT department on all office equipment
15. Make sure all items are billed and paid on time (work with the financial team)
16. Planning to improve service quality (foresight and updating)
18. Answer staff questions about office management issues (such as stationery, hardware, and travel arrangements).
- 19: Contact sales management facilities such as cleaning, catering and security services.
- 20: Planning for internal or external activities, such as parties, celebrations and conferences
- 21: Permanent record as office manager, office manager or administrative deputy and internal manager
- 22: Supervising the guard and security team for the security of the company according to the orders of the organization
- 23: Mastery of MS Office (especially MS Excel and MS Outlook)
- 24: Practical experience with office machines (such as fax, printer and video projector)
- 25: Familiarity with email scheduling tools such as Email Scheduler and Boomerang
- 26: Excellent time management skills and the ability to do multiple tasks and prioritize tasks
- 27: Pay attention to details and problem solving skills
- 28: Excellent written and verbal communication skills
- 29: Strong organizational skills and planning in a fast environment
- 30: Cost management and annual planning
- 31: Recruitment and training of personnel
- 32: Having experience and qualifications, especially in the office environment(HSE)
- 33: Cooperation with the company's internal IT to improve the quality of services
- 34:Restaurant management for catering staff
- 35: Predicting the consumption of supplies and equipment and requesting supply, purchase and completion of warehouse.
- 36: Receiving domestic and foreign purchase requests from the applicant units and following up on their supply

سوابق تحصیلی

علوم سیاسی (کارشناسی ارشد)
دانشگاه آزاد چالوس | ۱۳۹۵ تا ۱۳۹۶

مدیریت هتلداری (کارشناسی)
علمی کاربردی کلاردشت | ۱۳۸۶ تا ۱۳۹۰

مهارت‌های حرفه‌ای

مدیریت هتل و مدیر داخلی . تدارکات و پشتیبانی



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زبان‌ها

انگلیسی (متوسط)