

Annadil

Business Relationship Manager/Assistant Executive

Enthusiastic and professional. Experienced administrative assistant with training in a wide range of office administration tasks. Able to work under pressure and collaborate with a team. Successful record of providing information to clients and acting as liaison between departments.

CONTACT

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EXPERIENCE

Business Executive & Social Media Manager

Media One Group (USA & Ireland) · Aug 2022 - Present · 2 mos

Highlights:

- Developing new methods to engage in the Social Media space.
- Monitoring effective benchmarks for measuring the impact of B2B Social Media Campaigns.
- Client communication and management.
- Assisting and generating corporate emails and replies to individuals and organizations.
- Dealing with high-profile professional clients.

Business Relationship Manager/Assistant Executive

W-V LAW FIRM LLP (UK) · May 2020 - Present

Highlights:

- Client communication and management.
- Assisting the process of company incorporation globally.
- Managing client database on Google Sheets and Microsoft Excel.
- Creating corporate accounts via FinTech banks/PSPs such as Wise, Paysera, Interactive Brokers, Stripe, PayPal, Binance, Kraken, FTX, etc.
- Prepare the appropriate legal documents such as Board of resolution, Workspace agreement, lease agreement, Company Structure, etc.
- Generating corporate emails and replies to individuals and organizations.
- Dealing with high-profile professional clients.
- Providing crypto-related solutions to corporate clients.

Manager/Chef

NuTrack PK. · 2019 - 2020

Highlights:

- Maintain sanitation, health, and safety standards in work areas.
- Read food order slips or receive verbal instructions as to food required by patron, prepare and cook food according to instructions.
- Verify that prepared food meets requirements for quality and quantity.
- Schedule activities and equipment use with managers, using information about daily menus to help coordinate cooking times.
- Clean food preparation areas, cooking surfaces, and utensils.
- Cook the exact number of items ordered by each customer, working on several different orders simultaneously.
- Measure ingredients required for specific food items being prepared.



AREAS OF EXPERTISE

Hospitality Management

Client Communication

CRM Accounting

Team Leadership Negotiation

Computer Literacy

Canva Problem-solving

EDUCATION

Graduation in International Culinary Arts & Hospitality Management (COTHM)

A'level - University of London

LICENSES & CERTIFICATIONS

- Daraz Practical Business,
- Global Food Safety Qualifications & Opportunities,
- Global Emergence of Halal Industry,
- Islamic Banking, Economics & Taxation,
- Sustainable Nutrition as Participant,
- Traceability: A concept in Halal Food Chain,
- E-codes & their Critical Halal Aspects in Food Industries,
- The Global Markets Program,
- Sustainability Education for Culinary Professionals as Participant,
- National Gold Medalist - Culinary Fest 2019

EXPERIENCE

Chef

Caffe Praha · Dec 2017 - Jul 2019 · 1 yr 8 mos

Highlights:

- Maintained highly-satisfied levels of customer service, even during fast-paced moments.
- Provided excellent customer service to all customers to increase restaurant satisfaction.
- Receive customer orders via drive-thru or front counter, prepare menu items, and display a friendly attitude at all times.
- Supervised the work of other staff members, and organized the stocks, and other important equipment
- Learned how to solve and resolve customer problems from a trained manager.
- Coached, taught, and developed other line cooks.
- Developing and creating new exciting recipes and managing their cost, making sure about the availability of the desired ingredients.

Internee

Tabletop Café & Grill · Jun 2017 - Sep 2017

Highlights:

- Ensure that food safety and sanitation standards are met.
- Opened and closed the food preparation line.
- Prepare and cook a variety of cuisine Ensure customer satisfaction Maintain orderly and hygienic conditions for customers.

FREELANCE CONTENT WRITER

The Luminations Group (USA) · Apr 2016 - May 2017

Highlights:

- Wrote over 200 articles/blogs for the company's various clients.
- Conducted extensive research on the Internet to help with providing factual statistics into the articles/blogs.
- Created monthly Excel spreadsheets to help manage when the clients' Google+ Accounts and the number of posts they needed posted.