

UMOH DOUGLAS ANTHONY

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SUMMARY:

Highly motivated and professional business manager with over 4years' experience, providing high-level support to both executives and subordinate. Proficient in managing resources (personnel, facility and machinery), utilizing talents, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possess an excellent communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION:

- **B. TECH Business Management Technology**

2008 – 2013

- Abubakar Tafawa Balewa University, Bauchi.

SKILLS:

- ❖ Strong organizational and time-management skills
- ❖ Exceptional communication and interpersonal skills
- ❖ Ability to work independently and as part of a team

❖ Detail-oriented and able to handle multiple tasks simultaneously

Experience in managing organizational resources and handling sensitive documents

WINNY'S MEAL | 2021 - 2022

As a Restaurant Manager

where I was in charge of quality control, educate the work force of the daily task, assign and delegate duties to workers, manage the food production process, ensure all staff adhere to the business policy and safety measures, managing customers complaint, orders and any other duty as regards to the organization, customers satisfaction and retention, manage and monitor the careful use and maintenance of all organization property and ensure their safety and report on weekly basis on the branch progress and challenges to management

JAOLA WORKSHOP| 2018- 2020

As a **Production Manager**, where I was responsible for the general production process from acquiring production materials to assigning. Managed and educate employee about the job at hand and monitor the process to ensure quality control, policy and safety measure are followed, resources are not wasted, time is well managed and the work force are working as a team to achieve the days task. Manage customers complaints, observation and ensure customer retention through a professional customer relationship throughout the team.