



AREZOO TABARI

RESTAURANT MANAGER | CAFÉ & FAST FOOD

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Restaurant Operations • Customer Service • Team Coordination

PROFESSIONAL SUMMARY

Restaurant and operations professional with approximately 15 years of overall experience, including 1 year as Restaurant Manager at Lacomé Café & Fast Food in Tehran. Experienced in daily operations, staff coordination, task allocation, customer service, service quality, order flow and operational problem solving. Trained in restaurant management and fast-food preparation.

PROFESSIONAL EXPERIENCE

Restaurant Manager | Lacomé Café & Fast Food | Tehran | 1 Year

- Managed and supervised daily café and fast-food operations.
- Coordinated staff performance and allocated daily responsibilities.
- Monitored service quality, customer satisfaction and order flow.
- Handled customer requests and day-to-day operational issues.
- Coordinated supplies, workplace organization and daily workflow.
- Supported improvements in workflow and service quality.

HR & Administrative Officer | Private Company | Jan 2024 - Feb 2026

- Managed daily HR and administrative activities and supported management.
- Coordinated recruitment and employee-related activities.
- Prepared reports, documentation and correspondence.
- Followed up tasks and requests through completion.
- Handled confidential information responsibly.

Senior Organizational Process & Development Specialist | SAIPA | 2015 - 2021

- Reviewed and documented organizational processes and procedures.
- Coordinated activities across departments and prepared management reports.
- Followed process implementation and supported process improvement.

RESTAURANT MANAGEMENT & OPERATIONS SKILLS

Daily restaurant operations | Staff management & coordination | Task allocation | Service quality monitoring | Customer service | Order & workflow follow-up | Operational coordination | Problem solving | Teamwork | Reporting & documentation | Organization | Attention to detail | Responsibility

RELEVANT COURSES & TRAINING

2-Month Restaurant Management Course — Malaysia College | Fast-Food Preparation Course — Melal Culinary School, Tehran | Project Management Course | Microsoft Project — Practical Training & Academic Project

EDUCATION & LANGUAGES

Bachelor's Degree in Industrial Management | Persian: Native | English: B2 - Upper Intermediate