# EDUCATION

**Bachelor’s degree | *Ataturk University***

October 2023-Present

Graphic Design

**Prestige Computer Courses**

February 2021- May 2021

Skills & Knowledge in Computer Basics

* **Hardware & Operating Systems**: Understanding of computer components (CPU, RAM, storage) and operating systems (Windows, macOS, Linux).
* **Microsoft Office Suite**: Skilled in using Word (document creation and formatting), Excel (basic spreadsheets, formulas, and charts), and PowerPoint (presentation design).

# EXPERIENCE

## Host Officer | Hill Restaurant

05.07.2023 – 15.09.2024

Responsibilities:

* Welcoming guests to the venue
* Provide accurate wait times and monitor waiting lists
* Greet customers upon their departure
* Coordinate with wait staff about available seating options
* Cater to guests who require extra attention (e.g. children, elderly)
* Answer incoming calls and address customers’ queries
* Assists wait staff as needed
* Providing accurate wait times and monitoring waiting lists
* Managing reservations

# Computer literacy

* Windows OS, MS Office (Word, Excel, Power Point).

# Language

* Azeri - Native
* Russian - Native
* English - Upper-Intermediate (B2)

# SKILLS

* Strong organizational and administrative skills achieving goals within specified time frame.
* Excellent communication, analytical and critical thinking skills.
* Experienced to work as a team member.