

**Ashish Jordan**  
**647-504-5736**

**164 Saddlecrest PI NE Calgary T3J-5G1**  
**[jordanash577@gmail.com](mailto:jordanash577@gmail.com)**

### **CAREER OVERVIEW**

I have recently moved from Ontario. Professional with extensive Hospitality, Food Safety, Training and Management experience. Worked in fast paced, high pressure environments. Experience in managing teams to achieve outcomes.

### **SUMMARY OF SKILLS**

#### **Supervisor (Pharmacy)**

**Mar' 2020 to Aug' 2021**

**Calea, Mississauga Ontario**

- Oversee training and development of service delivery team
- Monitor programs and procedures to ensure on-time delivery, customer satisfaction and consistency.
- Monitor daily team performance to ensure quality results are being delivered.
- Ensure shipping and receiving operations are secure and operating in an accurate, efficient and timely manner
- Manage team performance and efficiency and make recommendations for process improvements resulting in increased quality of service and customer satisfaction
- Excellent interpersonal, customer service, analytical/problem solving and communication skills
- Strong computer skills and working knowledge of Microsoft Products : Excel, Word, Power Point and Outlook
- Made sure Medications are kept in a cold atmosphere and refrigerated properly.
- Made sure to Deliver medical supplies and Medications to patients' homes, Hospitals and Retirement homes..
- Performed general pharmacy protocol.

#### **Restaurant Managing Director**

**Paradise Café Mississauga Ontario**

**Feb'2016 to Jan' 2020**

- Responsible for all aspects of running the restaurant from hiring, training, ordering, inventory, prep, production, and human resources.
- Introduced new menu items quarterly and revised low moving menu items.
- Created several advertising campaigns to increase sales.
- Increased sales by 100% from previous management reports.
- Managed all financial aspects such as bank deposits, payroll, and financial reporting.
- Ensured compliance of food safe standards was at 100% and all staff were participative.
- Set SOP's and Brand standards

**Restaurant General Manager  
Boston Pizza Vaughan Ontario**

**Aug 2011 to Dec'2015**

- Restaurant's planning, organizing, staffing, hiring, directing and controlling activities on day-to-day basis.
- Responsible for implementation of various health and safety measures as per given standards for the benefit of customers and employees.
- Stock ordering and receiving, Inventory, banking, payroll, Profit & Loss control, budgeting and forecasting.
- Recruitment process and organizing training programmes for new team members, staff issues & counseling and performance reviews to monitor and develop team member's skills plus ensuring that the restaurant runs smoothly and efficiently.
- Responsible to lead the team by being a good communicator and having excellent customer service skills.

**Restaurant General Manager  
Pizza Hut Brampton Ontario**

**Dec'2009 to Jul' 2011**

**Restaurant General Manager  
Pizza Hut London United Kingdom**

**Sep' 2006 to Oct' 2009**

**Restaurant General Manager  
Pizza Hut Muscat Oman ( Middleast)**

**Mar'1995 to Jul' 2006**

### **Educational Qualifications / Certifications**

- Passed Bachelor of Commerce (Graduation) 1993 India
- Passed Master of Commerce (Graduation) 1995 India
- Completed course covering MS Office, Word, Excel & Power Point from Aptech Advance Computer Institute, Muscat Oman-2000.

**References: Available upon request**