

Amna Khan

Pleasanton, California - (925) 623-6951 - Amna8khan@gmail.com

Education

San Jose State University (San Jose, California) August 2022- December 2024
(anticipated)

Bachelor of Business Administration

3.03 GPA - Dean's List Fall 2022

Las Positas Community College (Livermore, California) August 2019-June 2022

Business Administration w/concentration in Management

3.02 GPA - Dean's List Spring 2020, Fall 2020, Spring 2021, Fall 2021, and Spring 2022

Experience

Restaurant manager: Khan Karahi Kabob (Fremont, California)

May 2017 2020-Present

- Hired and trained more than 10 employees on customer service skills, food, and beverages knowledge.
- Responsible for reducing the variable cost by 8.3% through tighter controls on inventory.
- Consistently exceed monthly sales objectives while reducing expenditures and employee turnover.
- Supervised scheduling, managed disciplinary issues, and efficiently addressed customer concerns.

Inventory manager: Villani Jewelers (Milpitas, California)

December 2019- June 2020

- Key member of the distribution operations team responsible for coordinating shipments across 13 stores.
- Reported directly to upper management regularly and provided recommendations for better inventory control.
- Grasps of technical concepts and comfortable working closely with engineers

Special Skills

- English (Proficient); Pashto (native language); Urdu (proficient);
- Intercultural communication skills
- Interpersonal communication

Honors

- Awarded "Best manager" at Khan Karahi Kabob (July, 2021)