**SaijuKadaya**

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**Job Objective**

**T**o be involved in work where I can utilize skill and creatively involved with system that effectively contributes to the growth of organization.

**Strengths**

* **E**xcellent communication and management skills
* **M**otivated self-starter.
* **F**lexible and positive
* **O**rganized and reliable.

**Professional Experience**

**Petroleum Development of Oman**

**Designation: Catering Manager**

**Durations: May 22, 2013 to Present**

**RESPONSIBILITIES:**

* **W**orked as catering Manager in Petroleum Development of Oman (PDO) camp and was responsible for Catering services for more than 280 residents.
* **O**rganizing, leading and motivating the catering team.
* **P**lan and make effective use of time effectively. (Daily, weekly and monthly planner).
* **C**atering staff control & cost control to achieve the best productivity and maintaining high standards services for client’s satisfaction.
* **E**stablish processes and procedures to ensure the successful execution of Catering.
* **R**esponsibility includes preparation and control of monthly food cost, Flash report, and Man-Days:
* **M**enu planning, instructions to kitchen staff and central foodstuff purchasing.
* **O**verall in charge for staff accommodation and welfare.

**Villagio Restaurants and Lounges complex, Saudi Arabia**

**Designation: Catering Manager**

**Durations: September 15, 2008 to November 2012**

**RESPONSIBILITIES:**

* **R**esponsible for the business performance of the restaurant and analyzing and planning restaurant sales levels and profitability.
* **O**rganizing and supervising the shifts of kitchen, waiting and cleaning staff.
* **O**rganizing marketing activities, such as promotional events and discount schemes.
* **P**reparing reports at the end of the shift/week, including staff control, food control and sales.
* **C**reating and executing plans for department sales, profit and staff development.
* **S**etting budgets and/or agreeing them with senior management.
* **P**lanning and coordinating menus.
* **M**aintaining high standards of quality control, hygiene, and health and safety.

**AlbertAbela Company Sharjah UAE**

**Designation: Catering Supervisor**

**Durations: June 25, 2000 to August 2008**

**RESPONSIBILITIES:**

* **W**orked as Supervisor, responsible for overall supervision of the outdoor catering and outlets Dining Facility for about 4000 camp residents.
* **A**lso responsible for planning & preparation of 28 days cycle Menus and making requisition for food stuff & operating supplies, and supervise strict maintenance of hygienic & sanitation standards.
* **C**o-coordinating with company employees in all units/operations and maintaining good working relation with every employee, attending to their needs & grievances.
* **A**ssisting Camp Managers to mobilization of Camps, Catering units, Food outlets & Restaurants.
* **C**onduct monthly inventory, and assist in the preparation of Flash reports.
* **A**ttend weekly Client meetings with our Company managers to review past performance and implement corrective measures to improve the operation.

**Vembanattu Lakes Resort, Kerala**

**Designation: Captain**

**Durations: December 10 1996 to March 1997**

**RESPONSIBILITIES:**

* **R**esponsible for guiding the hostess, waiter/waitress and bus boy/girls in the performance of their jobs
* **R**esponsible for ensuring sufficient operating guest supplies, beverage supplies and operating equipment during outlet’s operation.
* **R**esponsible for the overall sanitation and cleanliness of the outlet during the shift.
* Responsible for the proper maintenance and good working order of all equipment, furniture and fixtures in the outlet.
* **R**esponsible for consistently implementing the service standards and operating procedures in the outlet.
* **R**esponsible for ensuring sufficiency of manpower in the shift.
* **P**erforms other duties and responsibilities assigned by immediate superior, which leads to guest satisfaction and profit for the hotel.

**Education**

* **B**achelors of Arts, Calicut University, Kerala.
* **D**iploma in Hotel Management from Continental Institute of Hotel management, Palakkad, Kerala.
* **U**ndergone Coaching and mentoring course and safety leadership for supervisors, also undergone training for HSE Tools and skills from British safety council.
* **E**lementary course in Food Hygiene from  Royal Environmental Health Institute based in Scotland.
* **C**ertificate holder in F & B service training from Swiss based Hotel Management institute,
* **S**afety leadership, coaching and mentoring, fair warden, Hse tools and skills, first aider
* **C**ertificates from British safety council.

**IT Skills**

**W**orking knowledge of accounting software’s and proficiency in MS Office with basic internet knowledge.

**Reference can be forward upon request.**