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**PROFILE AND OBJECTIVES:**

A highly motivated and capable professional Housekeeper and Cook with a real passion for preparing popular, healthy and nutritious meals. I have a hand on approach to all areas of the kitchen and possessing excellent organizational skills and administrative skills. I am a quick learner who can effortlessly fit into an existing established environment, and also encourage junior staff to achieve their best when preparing meals.

Looking for an immediate start and to join a busy and successful team where I can fulfill my potential and further advance an already successful career.

**WORK EXPERIENCE**

**Company Job Title Held Year**

**Chez Royal Hotel Cook 2012 to Present**

**Activities:**

* Cooking and preparing a variety of fresh nutritious midday meals and other refreshments.
* Supervising food service assistants and kitchen staff, organizing their daily duties and monitoring performance.
* Ensuring that appropriate levels of hygiene and cleanliness are maintained in the kitchen.
* Washing, cutting and preparing food before it is cooked.
* Taking into account the wishes of clients when planning of menus.
* Making sure good nutritional standards are maintained when preparing meals.
* Making sure that all food at point of delivery is of the highest quality.
* Enquiring is any clients have allergies and then cooking meals accordingly.
* Responsible for high standards of food, hygiene, and health and safety.
* Keeping an eye on the temperature of cookers and roasters.
* Assisting the catering manager to price up menus.
* Deciding what quantities are to be cooked and the amount of portions to be served.
* Constantly checking the quality of the food being served to customers.
* Checking staff to make sure they are wearing appropriate clothing whilst in the kitchen.
* In charge of stock control for the freezers, pantries and store rooms.
* Encouraging junior staff in their training and development.
* Contacting suppliers and ordering vegetables, meats, kitchen and cleaning equipment.
* Controlling stock rotation to ensure the kitchen and larder are always well stocked.
* Preparing hamburgers, fresh food, fried chickens, steaks, pizzas etc.

**Sport Hotel Co. Ltd Housekeeping Attendant 2009 - 2011**

**Activities:**

* To clean guest rooms in accordance to the standards and procedures set.
* To check and stock maid trolley to ensure adequate and sufficient supply of items required.  Ensure and keep pantries neat and in good order.
* To remove all room service trays or trolleys from guest rooms and corridors to the pantry area for collection by room service waiters.
* To report any lost and found items to the ‘Executive Housekeeper / Assistant Housekeeper immediately.
* To report any maintenance defects immediately to the Housekeeping Supervisor
* To maintain the cleanliness of the service landing corridor carpet.

***Public Area***

* To ensure upholstery is clean and carpet is shampooed in the public areas.
* To polish all hotel furniture.
* To wash windows and walls.  To empty standing ashtrays and bins
* To clean rest rooms and ensure cleanliness of public and service areas.
* To make maintenance orders for any repairs.

**Jook-Joint Quest House Cleaner/Helper 2005 - 2008**

**Activities:**

* Dusted and cleaned all upholstered furniture, rugs, carpets, and fixtures.
* Mopped, scrubbed, and polished hotel room floors and corridors.
* Greeted all guests and answered them in a polite and prompt manner.
* Replaced and cleaned soiled blankets, bedspreads, and mattress pads.
* Found and returned abandoned and lost items to appropriate hotel department.
* Monitored and maintained inventory-level of cleaning tools and supplies.
* Swept and removed debris from sidewalks and external grounds.
* Picked up and handed over abandoned items to Security department, as required.
* Gathered waste from ashtrays and dustbins and disposed them off, properly.
* Used and maintained all assigned power-operated cleaning machines, mops and brooms, efficiently.

**RoseJoy Restaurant Co. Ltd Kitchen Helper 2002 - 2005**

**Activities:**

* Prepares, arranges and serves all food according to standards set by the Sous Chef.
* Does Mise-en-place, preparation, cutting and de-boning of meats, cooking and arranging of food as instructed.
* Does daily routine tasks by himself and in conjunction with supervisor.
* Controls cost by minimizing spoilage, waste and exercising portion control.
* Handle machines, furniture, equipment and utensils the proper way and cleans them after use.
* Attends training classes, weekly staff meetings and makes suggestions for improvements.
* Makes use of standard recipes and presentation instructions, whenever possible.
* Follows established procedures and performs special duties as may be assigned by his supervisors.

**Job Summary**

* Respond promptly to requests from guests and other departments.
* Fill cart with supplies and transport cart to assigned area.
* Enter guest rooms following procedures for gaining access and ensuring vacancy before entering. Replace guest amenities and supplies in rooms.
* Check that all appliances are present in the room and in working order.
* Straighten desk items, furniture, and appliances.
* Dust, polish, and remove marks from walls and furnishings.
* Vacuum carpets and perform floor care duties (e.g., in guest rooms and hallway).
* Follow all company and safety and security policies and procedures; report any maintenance problems, safety hazards, accidents, or injuries; complete safety training and certifications; properly store flammable materials.
* Ensure uniform and personal appearances are clean and professional; maintain confidentiality of proprietary information.
* Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities

**KEY COMPETENCIES AND SKILLS**
Cleanliness, Food preparation, Attention to detail
Target driven, Punctual

Effective communication and interpersonal skills

Excellent troubleshooting ability and problem solving skills
Ability to work with computers, and software packages such as Microsoft office
Budget and cost control skills
Good people management skills

**SKILLS:** Proficient in: English, Microsoft Word, Excel and Power Point

**SUMMARY OF PROFILE**

* Highly disciplined
* Enthusiastic and a fast learner
* Self-motivated and proactive
* Fluent English
* Outstanding interpersonal, collaborative and team play skills
* Ready to meet set goals and targets
* Attention to Details or Instruction or Information
* Easily adaptable to high work pressure
* Education in Food and Beverage
* Strong communication skills and presentable presentation
* Results driven and customer focused

**ACADEMIC QUALIFICATIONS**
**INSTITUTION QUALIFICATION DATE / YEAR**

Kumasi Polytechnic H.N.D in Accountancy 2009 - 2012

Kumasi Anglican High School General Art Certificate 1997 – 2000

Start Computer School Certificate of Software 2001 – 2002