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CURRICULUM VITAE

**JIJO** [**JIJO.266743@2freemail.com**](mailto:JIJO.266743@2freemail.com)

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**To be a part of the team and impart my knowledge and skills to successfully deliver a quality work to meet the standard set by the company.**

**Core Competencies**

* **Customer Focus**
* **Communication**
* **Team work**
* **Quality orientation**
* **Problem solving**
* **Account ability and Dependability**
* **Ethics and integrity**

***Summary of Skills & Experience***

* **Periodically monitors and inspects catering / ancillary services rendered by contractors and ensures these conform to standards specified in the contracts**
* **Inspects food preparation areas, the quality, variety and quantity of food served by contractors to ensure adequate standards of cleanliness, hygiene, taste, compliance with approved menus and satisfaction of users. Resolves minor problems and refers major ones to Catering Manager for necessary action, as deemed appropriate by him.**
* **Conducts special investigations into complaints about the quality and quantity of food in facilities and report’s findings and recommendations to Catering Manager for corrective action.**
* **Co Ordinate with Purchase for all requirements.**
* **Planning menu in Consultation with Chefs.**
* **Hiring, training, supervising and motivating permanent and casual staff.**
* **Organizing staff roats.**
* **Ensuring that health and safety regulations are strictly observed recorded and archived.**
* **Monitoring the quality of the product and service provided.**
* **Maintain actual manday’s reports & make production plan accordingly.**
* **General Responsibilities**
* **Report to work on time with proper uniform, including name tag, personal appearance must comply with the standard of organization.**
* **Performs duties in a safe, professional and efficient manner, complying with HSE Requirements related to all job activities. Familiarizes & maintains proper and continuous knowledge of Company’s HSE procedures, rules and regulations & ensures the compliance of the same by the Catering contractors.**
* **Be able to work according to budget, keep constant eye on staffing level and control costs as much as you can.**
* **Be able to perform any additional scope of duties if requested by the management.**
* **To treat all guest, members& colleagues in a pottle and courteous manner at all times.**
* **Temperature control record at all stages of receiving production & service to ensure food safety.**
* **Have weekly meeting with client’s representative (Camp Boss) & record the same.**
* **Check daily hygiene & sanitation of the Food Production, Service area.**
* **Employees Monthly Time Sheet.**
* **Coordinate with Maintenance Department.**
* **Responsible for the profitability of the locations.**

**Professional Experience**

* **Muthoot Plaza (A five star hotel) Trivandrum, Kerala, India.**

**(10thNovember -2008 to24th April - 2009 - (Industrial Training)**

* **Goa Marriot Resort Hotel, Panaji, Goa, India.**

***(8thMay -2009 to10th May 2010 as a (Hotel operation trainee)***

* **Derby Green, A Club Mahindra Heritage Resort ,Ootty,Tamil Nadu, India**

**(15th May -2010 to 30th Dec 30 (As a Captain)**

* **Manaf Restaurant, Ajman, UAE (2010Dec. 29 to 2011 August 21 )(In Charge)**
* **Novus Catering, Abu Dhabi, UAE (23rd March 2012 To Till Date….**

**( Apartments, Restaurant & Catering Project Manager)**

***Education Qualification***

**General**

**Secondary School Leaving Certificate : K.R.K.P.M.B.H.S. Kadampanad, Kerala State Board of Examination Kerala.**

**Pre -Degree : St.Cyril's College Kerala University , Kerala, India**

**Computer Office Automation (COA): M.S.Office, Internet applications, Kerala, India**

**PROFESSIONAL**

**Bachelors Degree : Bachelors Degree in Hotel Management& Catering Science**

**(SNGM Arts & Science College Kerala University, Kerala, India )**

**EHS : Risk Assessment Training Programme, Abu Dhabi, UAE on 15/07/2013 ADFCA  *:* Essential Food Safety Training, Abu Dhabi, UAE on 23/05/12**

**Food Safety Level 2 : Passed & Held at Abu Dhabi, UAE on 31/01/2015**

**Basic First Aid : Aspire Middle East Training Institute, Abu Dhabi 09/06/2015**

**Declaration:**

**I consider myself familiar with hospitality aspects, I also confident of my ability to work in a team.**

**I hereby declare that information furnished above is true to the best of my knowledge and belief.**