

**CAREER OBJECTIVE:**

 To work as receptionist to be a catalyst at growth at your company by working efficiently and effectively toward organization goals..

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** alamgir

**Designations:** catering supervisor

**Responsibilities:**

 Working for this large inner city school as a catering supervisor it was my duty to ensure that all staff were supported in their roles and that they had the tools and training to carry out their duties. I was responsible for ordering anything that the kitchen required such as ingredients or tableware. I was also responsible for cashing up at the end of the day.

**Organization:** Perth college scotland

**Designations:** catering supervisor

**Responsibilities:**

As a catering supervisor it was my main duty to ensure that all staff had signed on each morning and find replacement staff if people hadn’t turned up to the location. I was responsible for ensuring that orders were placed in advance and that the correct items were bought for the kitchen. It gave me valuable experience of thinking ahead and planning. I was also responsible for health and safety and the designated first aider for the kitchen.

**ACADEMIC CREDENTIALS:**

 **EXAMINING BODY: YEAR**

(Hospitality management) University of highland and island

 Higher national certificate (Perth College United Kingdom) 2013-2015

 Food Hygiene certificate (UK) University of highland and island 2013-2015

 (Perth College United Kingdom)

 Higher secondary school certificate (HSSC) Federal board Islamabad Pakistan 2012

Gujranwala board (Metric SSC**)**

**PROFESSIONAL SKILLS:**

* Good with People.
* Sensible and practical.
* Approachable and Friendly.
* Calm under Pressure.
* Highly organized.
* Confident.
* Friendly.
* Flexible.
* Adaptable.

**PERSONAL INFORMATION:**

**Date of Birth** : 04 January 1990

**Nationality** : Pakistani

**Marital Status :** Single

**First Name of Application CV No:** **1704534**

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