**MOHAMED**

[**MOHAMED.311545@2freemail.com**](mailto:MOHAMED.311545@2freemail.com)

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**SUMMARY**

Capable manager from a strong catering background with the motivation, enthusiasm and commitment to take full responsibility for the day to day management of a busy department. Possessing an ability to create seasonally inspired menus and prepare food to the highest standard of hygiene and presentation which goes beyond the expectations of diners. Having a keen commercial eye and proven track record of introducing cost saving innovation and ideas, whilst driving profit without sacrificing quality.

The job will focus on **cost** controlling & monitoring, to ensure that our **cost** percent will hit the target budget to obtain profit for the company. These include setting up of internal control procedures in 5 areas of F&B operation namely purchasing, receiving, storing / issuing and Production sales etc.

***Hygiene and Safety in accordance with company policies and procedures.***

**KEY STRENGTHS / ACHIEVEMENTS**

I achieved my goal throw following mention factors.

1. Loyalty
2. Hard working
3. Honest
4. Commitment
5. Determination

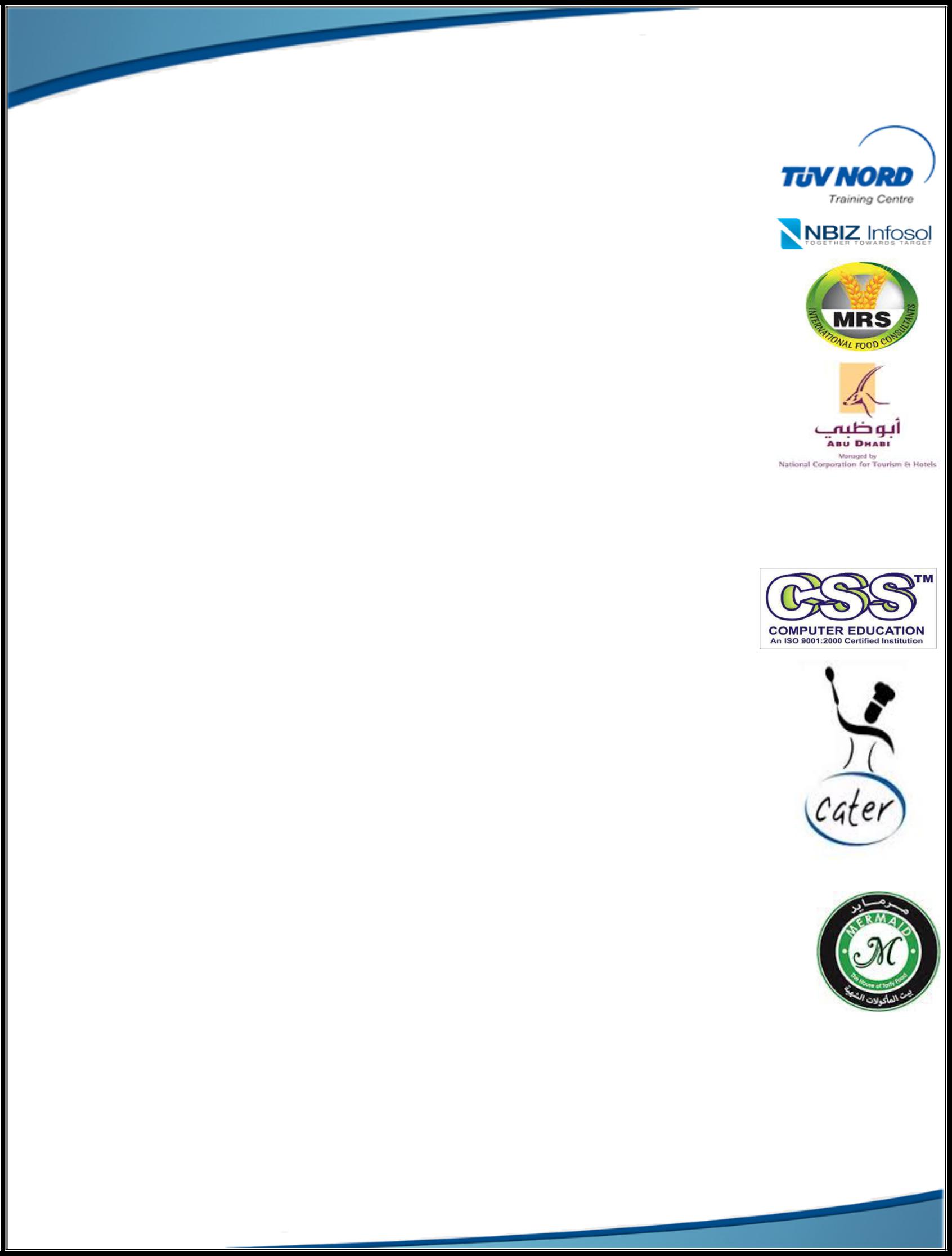
**EDUCATIONAL QUALIFICATIONS:**

|  |  |
| --- | --- |
| PG **:** Master of Arts (Certificate Attested - UAE ) | JULY 2000 –JUNE 2002 |
| Annamalai University, Tamil Nadu - India. |  |
| UG **:** Bachelor of Arts (Certificate Attested - UAE ) | JULY 1997 –JUNE 2000 |
| Annamalai University, Tamil Nadu - India. |  |
| **PROFESSIONAL CERTIFICATE COURSE:** |  |
| CPP **:** Certified Purchasing Professional (USA) | SEPTEMBER – 2016 |

American Purchasing Society - USA / Trainer **:** Blue Ocean, Dubai.

CPPM **:** Certified Professional Purchasing Manager (USA) SEPTEMBER – 2016 American Purchasing Society - USA /

Trainer **:** Blue Ocean, Dubai.

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**‘HSE’ TRAINING COURSE (UAE):**

* **Essential Food Safety Training Program - TUV *NORD*.**

 **Integrated Management System Awareness(ISO)–*NBIZ*** Infosol

* **HACCP Awareness Training Certificate - MRS.**
  + Personal Hygiene & Kitchen Hygiene.
  + Cross contamination and prevention.
  + Emergency preparedness and firefighting.
  + Contractual requirement
  + Food safety and HACCP guidelines.
  + Cleaning and Housekeeping procedures.

**COMPUTER PROFICIENCY:**

* MS-Office (MS-Doss, Word, Excel, Power point, Access), Internet & email.
* Windows 7, 8 & ‘XP…
* D.C.A. ( Visual Basic 6.0, Oracle )
* **Diploma in Tally ( Tally 9.0 ) & ERP**
* Typewriting Senior Grade (English, Tamil).

**CAREER HISTORY:**

**Cater Catering Services, LLC** **May’2013 - Present**

**Dubai – UAE**

**COST CONTROLLER & QC**

**Project:** Central Kitchen (CPU), School, Bank–Restaurant, Etisalat-Call

Centre, Hotels –Staff food, Outlet Restaurant, Party-Banquet Services,

Safari-Dubai, Camp Project – Dubai / Sharjah-UAE.

**Project:** Western Region camp–Remote site **–** Abu Dhabi.

**Project:** Mermaid Catering-Central Kitchen (CPU) in Mustafa - Abu Dhabi.Being involved in the Central Kitchen - Setup from scratch till final Running (22000Sq. fit).

Food & Sandwiches Supplying in Food Point – Emirates Flight Catering.

**JOB RESPONSIBILITIES:**

* Monitor the high risk inventory and non-inventory items, conduct detailed analysis against quality/ yield standards and prepare variance report
* Review stock issue transactions to ensure that their execution is compliant with internal procedures and prepare consumption/ food cost analysis report

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* + Conduct cash spot checks on retails F&B retail outlets, report discrepancies and ensure Corrective actions against non-compliance
* Monitors eliminations and portioning in F & B outlets
* Monitor consumables/non-asset equipment issued to F&B outlets
* Prepare standard cost sheets, P&L impact summary and facilitate menu quotations for customers
* Support preparation of all cost adjustment journal entries and all related financial reports required for monthly closing of accounts
* Support yearly budgeting process by providing necessary financial reports
* In co-ordination with purchase/production department conducts raw product yielding exercise, calculate yielded cost and update recipe management system
* Ensures updating pricing information POS system and billing information in ERP.
* Provides cost comparison/benefit analysis to facilitate buy Vs make decisions

**GENERAL RESPONSIBILITIES:**

* Policies and procedures

Follow all relevant policies, procedures and instructions so that work is carried out in a controlled and consistent manner

* Day-to-Day Operation

Implement the day-to-day standard operations assigned to ensure compliance with the established standards and procedures. Refer to supervisor for complex tasks which may require exceptions to procedures

* Safety, Quality & Environment

Comply with all relevant safety, security, quality, health and environmental procedures to ensure a healthy and safe work environment

**NBB Facilities Management & Catering Services.** **Jan’2009- Jan’2013**

**Abu Dhabi – UAE**

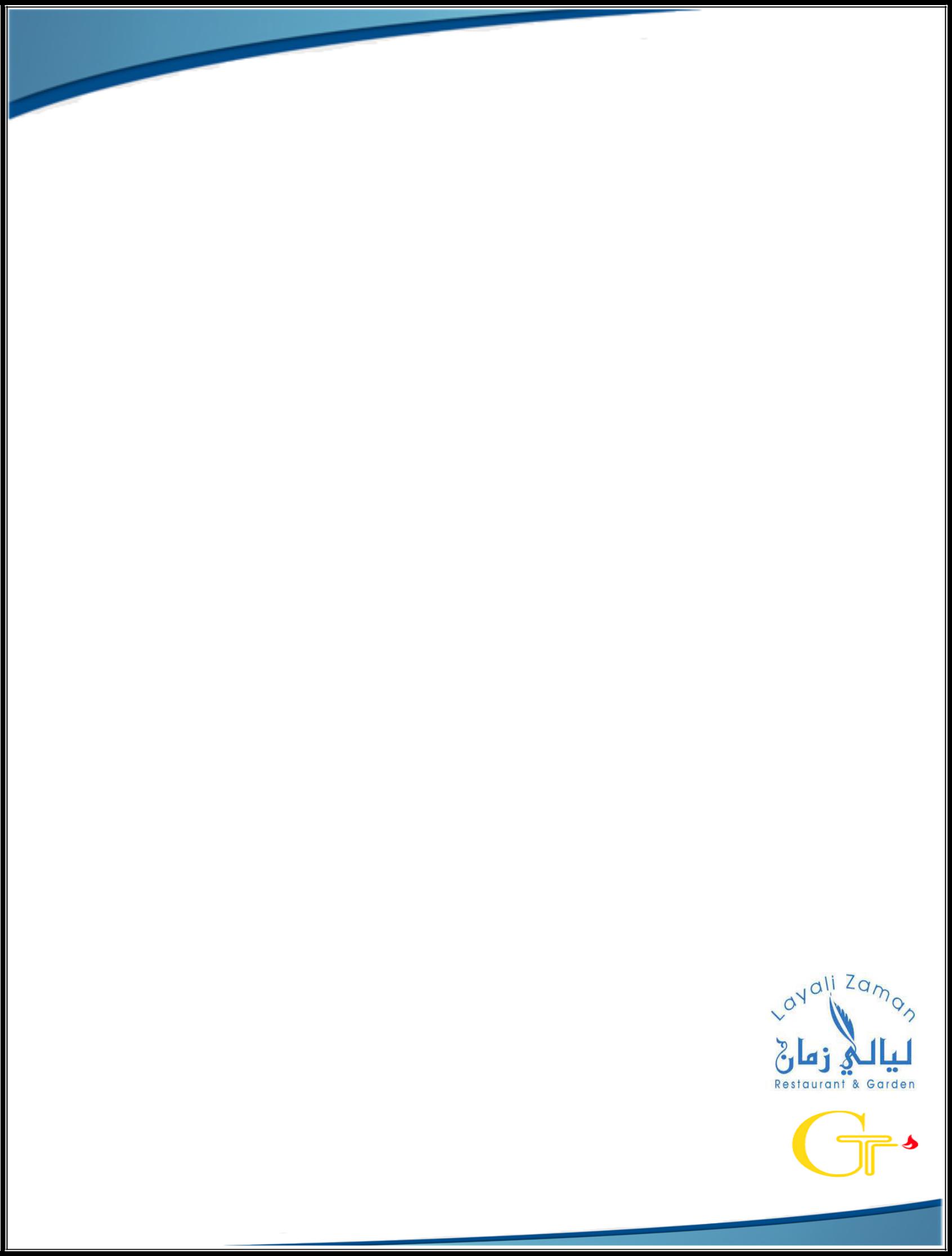
**COST CONTROLLER / STORE MANAGER**

**Project:** NBB Worker’s City- Abu Dhabi,

**Project:** Story Trans Gas (STG), Shwaka, Fujairah -UAE

**JOB RESPONSIBILITIES: (Cost Controller / QC)**

* Study and work in line with respective organization policies & SOP (standard operating procedure).

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* Ensure the smooth and effective running of day to day Goods Receiving and stores operation.
* checking to the Quality of Food and controlling food as per contract Portion (Gms).
* Preparing Monthly F & B - Reports.
* Preparing the costing for recipes and Menus.
* Engineer the Menu in terms of costing.
* Preparing the daily staff meal cost reports.
* Preparing monthly F&B Costing summary.
* Spot checking of daily receiving procedure to make sure they are following SOP.
* Daily checking of RR (Receiving Report) to ensure if they are prepared as per actual quantity received or not.
* Daily checking of SIV (Store Issuing vouched-Request) &following the Man day’s consumption.
* checking the service staff how can serve the food? (GMS / Wight).
* Menu engineering and menu analysis report to management on monthly basis.
* Taking continuous round in receiving, store, staff cafeteria, kitchen, Butchery, bakery, Restaurants for the controlling of wastage.
* Daily monitoring void check and open item control sheet.
* Yield testing.
* Preparing the Profit and Loss statement for department and outlets.
* Costing of Menu Item Recipe prior to implementation.
* Quarterly marketing research on competition to ensure purchases on low **cost**.
* Calculating potential food & beverage **cost** of various outlets on monthly basis.
* Releasing daily f & b controls report.
* Spot checking if correct prices are being charge and monthly menu audit.
* Organizing monthly F & B stock inventory and stock turnover report.
* Reconciling book inventory against physical inventory.
* Recording the total daily purchase by chart of accounts and accumulate for month end balancing with Account payables.
* Monthly Assets Inventory Reports and Materials IN and OUT Reports.
* Monthly Slow moving item analysis and alert to respective **cost** center.
* Quarterly linen stock inventories & reconciliations.
* Reconcile all inventory accounts based on actual purchases and actual inventory stock take and allocate the expenses to the respective department based on their requisitions.
* Monthly FF&E item purchase vs. budget reconciliations.
* Quarterly operating equipment inventory and reconciliations.
* LPO reconciliation ordered vs. received and any pending.
* Daily reporting to Director of Finance and GM.

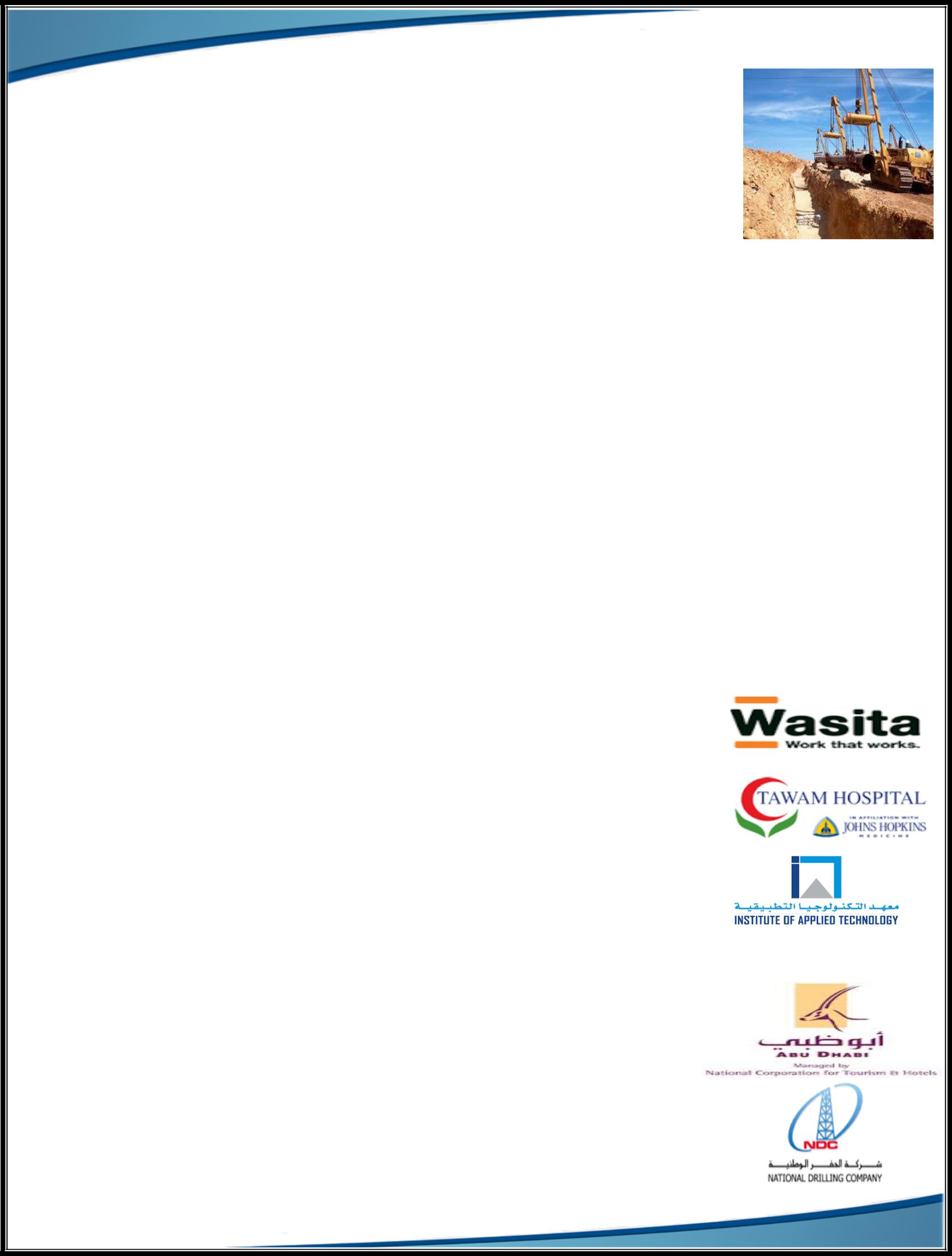
**NBB Facilities Management & Catering Services**

**Abu Dhabi – UAE**

**CATERING – UNIT MANAGER**

**Project:** Layalizaman Restaurant - Abu Dhabi,

**Project:** Stroy Trans Gas (STG), Korfakhan, Fujairah–UAE.

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**JOB RESPONSIBILITIES:**

**\* Catering Services:** Menu–Planning and development withnationalities and nutritional values highly considered. Requisition and storage management.

* **Estates (camp) and facilities services:** Co-ordinate maintenance, repairs and job requestsdaily according to the Client/ Estate Service management procedures. Supervise, follow-up job request and confirm successful execution. Inspection of estates (camp) facilities, and reports submitted daily to the Operation Management.
* **Stores and Stock management:** Professional in Inventory and stock control with particularattention to FIFO, HACCP and COSHH procedures.
* **QHSE Controls:** Able to train and maintain good hygiene and safety

standard. **Catering** Staff is trained on proper food handling, food storage, food and personal hygiene, housekeeping and the use of personal protective equipment (PPE).

**\* Team Management:** Ability to lead a team of multi-cultural background, and serve in anenvironment with different nationalities.

**AL WASITA EMIRATES FOR SERVICES&CATERING Nov’2006 - Jan’2009 Abu Dhabi – UAE. ( LLC )**

**CATERING SUPERVISOR**

**Project:** CNIA (Critical National Infrastructure Authority), Fujairah.

**Project:** Tawam Hospital, Al Ain–UAE.

**Project:** IAT (Institute of Applied Technology), Fujairah–UAE.

**NATIONAL CORPORATION FOR TOURISM & HOTELS Sep’2002 - Nov’2006 Abu Dhabi – UAE.**

**CATERING SUPERVISOR**

Project: Tawam Hospital, Al Ain – UAE.

Project: NDC –Rig No: 11, 01 and Base Camp (On Shore), Asab & Habsan.

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**JOB RESPONSIBILITIES: (Catering -Unit Manager / Catering Supervisor)**

**CAMP MANAGEMENT:** Supporting the Operations Director to start up camps and remotesites by initiating plans for crew mobilization, crew changes, storage, procurement of equipment and food, general **catering** and housekeeping services. Preparing time sheets and crew changes, shift duties and Maintenance requests. Preparing and sending monthly reports to the Operations **Manager**.

Controlling cost by monitoring the standard, quality, quantity and cost of goods procured and consumed daily. Developing menu that suits the desired standard, avoiding waste, but keeping to varieties and values. Supporting the Organization through effective communication, effective representation of the Management and clients’ representatives, regular contact, proactive and listening to clients’ needs, prompt and positive actions to every challenge and reporting daily to

Operations, and through monthly documentation such as daily meals sheets and recaps.

HSE- Training and procedures, HSE – format following, Chillers, Freezer, Dry Store temperature following and also cooking Temperature, food servicing Temperature following –

every day. Inspection and Maintenance reports, Inventory, cash book, clients’ Service Reports,

time sheets, staff appraisal etc...

**CAREER HISTORY:** **(INDIA)**

**\*** Worked as **“Accountant”** for Hotel Shalimar International (5\* Hotel) inCalcutta, India.

**October – 1997 To November – 1999**

**\*** Worked as **“Accountant” / Computer Operator”** for Al-Ameen Nursery& Primary School.

**December–1999 To July – 2002**

**\*** Worked as **“Accountant”** (Part time) for Jamiya Masjid, India.

**December – 1999 To July 2002.**

**\*** Worked as **“Accountant”** for The Muslim Graduates Association, India.

**December – 1999 To Jly – 2002.**