**CURRICULAM VITAE**

**BINU**

**E-mail:** binu.320453@2freemail.com

**MY VISION**

 To increase the share holders’ value and maximizing profit by improving the operational, efficiencies, and maximum utilization of the available resources

**STRENGTHS**

* Strong planning and organizational skills with the ability to multi-task and manage time effectively and Adaptability, Creativity and Readiness to learn new skills.
* Ability to maintain constructive relationships with others and ability to manage staff, Excellent Technical and Interpersonal skills.
* A professional manner with the ability to work under pressure to meet targets and achieve results.

**PROFESSIONAL OBJECTIVE**

 To join in a leading company and excel in the same by leveraging on my technical strength and perseverance.

**JOB EXPERIENCE**

**Sr.CATERING & DISPATCHING SUPERVISOR (CATERING OPERATIONS)**

**EMIRATES FLIGHT CATERING Dubai International Airport**

**From Sept 27th 2006 till date.**

*Duties and Responsibilities****:***

* Monitoring and Supervising the Flight catering for the leading Airlines.
* Allocate work to assigned staff in order to ensure airline requirements are met in line with laid down specifications and hygiene standards.
* Making Hygiene and quality reports of the product for the approval from production and Hygiene, Marshaling in the chiller & Loading docks.
* Assemble the flight requirements from all the sections according to the galley loading plan and menu specifications.
* Accept the cash on the company’s behalf from cash paid flights.
* Monitoring Loading and Offloading of food and other ancillary items in Aircraft.
* Handling and Catering to different type aircraft and Flights like Schedule Flights, Charter Flights, VVIP Flights, and Defense Flights.

**ASST. F&B SUPERVISOR (CATERING OPS)**

**In CASINO AIR CATERERS & FLIGHT SERVICES,**

**Cochin International Airport Kerala, India**

**From 15th Dec 2004 to 17th Sep2006.**

*Duties and Responsibilities****:***

* Oversee staff to ensure that all guests &customers are served in a professional, efficient &courteous manner.
* Attend to customer complaints and provide regular feedback to Duty Manager regarding comments and compliments.
* Making Hygiene and quality reports of the product for the approval from production and Hygiene.
* Check and ensure that the service station, outlet area or function he is assigned to kept clean and tidy at all times and that crockery and cutlery items are clean and arranged in order.
* Accept the cash on the company’s behalf from cash paid flights.
* Handover the shift from the previous shift in charge to continue pending jobs. Ensure that all reports required during the shift are completed and correctly filled to reflect the progress of the operation including stock control.
* Prepare work schedule and allocations for all direct reports.
* To set the work roster for the team members.
* Allocating & Briefing The Staff About Their Pattern Of Work
* Checking clean as you go policy.
* Apply the quality policy& quality system established in accordance with ISO 9001:2000 international standards and executes his responsibilities according to the department work procedures while reflecting CGH Earth Quality policy.
* Focused on achieving specific goals and planned targets.

**HYGIENE & KITCHEN SUPERVISOR**

**HOTEL VANI INT’L Kerala, India.**

**From 15th Dec 2002 to 17th Nov 2004**

*Duties and Responsibilities****:***

* Checks the daily Functions and prepares all necessary F&B Operating Equipment’s.
* Responsible for ensuring that personnel policies and procedures are implemented.
* Responsible for ensuring high standards of work performance conduct and appearance.
* Good understanding and maintain of hygiene and sanitation, health and safety rules, regulations in the work area.(OHS/HACCP)
* Ensure back of the house area is property cleaned and organized garbage, chemicals, etc.
* Checks the pot washing areas, dish washing machine and kitchen areas and ensures that all requirements and well attend to. Monitors the proper use of cleaning supplies and materials.
* Checks and records all outgoing and or incoming F&B Operating Equipment used for Outside Catering Services.
* Hands over the shift to the next supervisor without any pending work load from his shift.

**EDUCATIONAL BACKGROUND**

**Academic**  **:** **DIPLOMA IN COMPUTER SCIENCE & ENGG**

 **(**Madras Institute of Engineering Technology 1998-2001)

 **:** **DIPLOMA IN HOTEL MANAGEMENT**

 **(**National Institute of Hotel Management 2001-2002)

**TRAINING PROGRAMMES**

* Elementary Food Hygiene & Safety (The Royal Environmental Health Institute of Scotland )
* Safety Awareness / Fire Warden / OHSMS(Health and Safety)
* Food Safety & Quality Awareness
* HACCP Awareness
* Allergen Awareness
* Foreign Object Debris
* Aviation Safety & Security (Dubai Civil Aviation)
* Ramp Safety Procedures

**COMPUTER KNOWLEDGE**

Hardware & Networking, MS Office

**PERSONAL DETAILS**

Nationality : Indian

Date of birth : 15-03-1982

Marital status : Married

Sex : Male

Religion : Christian

Languages known : English, Hindi, Malayalam & Tamil

**CAREER ACHEVIEMENTS**

Employee of the Month Jan 2005 (From CGH Earth)

Lufthansa Airlines Appreciation