**Aziza**

**Aziza.331200@2freemail.com**

**Personal Profile**

I am a highly self-motivated, enthusiastic and committed Individual who is capable of working within a team environment and also use my own initiative. I have gained skills that make me keen to progress on a career within a successful and progressive organization. I am passionate to develop my knowledge and skills and willing to undertake any training necessary to further my career. I have acquired strong communication and coordination skills making me a hardworking individual.

**Education & Qualifications**

2008 – 2009 **NVQ Level 2 PROFESSIONAL COOKERY AND HOSPITALITY,** Henley College

2009 – 2010 **OCR ENTRY LEVEL AWARD IN USING ICT (ENTRY 3),**Coventry City College

2010 – 2011 **FOOD SAFETY IN CATERING,** Henley College

**Work Experience**

2013 – 2014 **Kitchen Assistant - Farmers Fayre**

Responsible forensuring that the food preparation areas are clean and hygienic. I was also entrusted with sorting, storing, distributing ingredients, disposing of rubbish

Organising linen laundry, cleaning the food preparation equipment, floors and other kitchen tools or areas.

2012 – 2013 **Cleaning - Tru Clean**

I was in charge of getting rid of garbage, removing stains from carpets and upholstery, washing linen, implementing health and safety regulations and handling chemicals and cleaning agents

2010 – 2012 **General Assistant - NPIA, Coventry**

I was responsible for assisting with banquetscash handling, serving food

Ensuring correct stock rotation and minimization of waste. I also assisted in other areas of the kitchen when required thereby ensuring that standards of hygiene are maintained and improved regularly.

2009-2010 **General Assistant - Tesco Café (Work experience)**

Responsible for cash handling, taking orders andserving food, clearing and setting tables and overseeing correct stock rotation to minimization waste. I was also in charge of operating tills, ensuring that standards of hygiene are maintained and improved were possible

Responsible forserving customers

Operating tills

2008 – 2009 **Warehouse Assistant - City Link**

Responsible fororder picking, sorting, moving cages around warehouse and

Cleaning.

2007 – 2008 **Retail Assistant – Age Concern**

Responsible forserving customers, operating tills, steaming and hanging garments as well as labeling and pricing garments.I was also accountable for keeping the store clean and tidy,receiving and sorting donated itemsand assisting other members of staff when required

**Key Skills**

* **Communication** I This resulted in excellent relations and created a good working environment for everyone.
* **Co-ordination** I gained exceptional coordination skills that enabled me to coordinate efforts smoothly in order to ensure that duties are delegated in an efficient manner. As a customer advisor, I effectively coordinated tasks to deal with any arising obstacles and planning ahead for any hindrance that may arise. Good coordination enables me to keep a clear head and calm demeanour when delegating and coordinating tasks.

**Interests**

* I take an active interest in developments in what is happening around the world and undertake various personal projects in different areas to enhance my knowledge.
* I enjoy Reading, Watching Documentaries, Listening to music,Walking, Cooking, Swimming and Travelling.

**References**

Available on request