**NEIL**

**​** **NEIL.352326@2freemail.com**

**-**

***Job Objectives:*** To see efficient, trust, honest and hardworking in my service toachieve the satisfactory performance to whatever task is given.

***Character:***

* Hardworking, patient, honest, God-fearing and willing to be trained.
* Can work along with any personality and with less supervision.
* Highly motivated and driven by a strong desire to excel.
* Passion for continuous learning and personal growth.
* Goal-oriented individual with leadership abilities.
* Proven ability to work with staff.
* Creative and resourceful.
* Sense of responsibility.

***PERSONAL DATA:***

|  |  |  |
| --- | --- | --- |
| Birth Date | : | December 19, 1978 |
| Place of Birth | : | Davao City |
| Sex | : | Male |
| Weight | : | 72(kg) |
| Height | : | 170.18(cm) |

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| --- | --- | --- | --- |
|  | Religion | : | Islam |
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| ***​*** |  |  |  |

***EDUCATIONAL BACKGROUND:***

Elementary **​: Angelicum Learning Center**

1987 – 1992

High School : **​Angelicum Montessori School**

1992 – 1996

College : **​University of Mindanao**

1996 – 2000

Course : **​A.B. Political Science**

Vocational **​: Technical Education and Skills Development Authority**

Course **​: ​*Commercial Cooking II***

***SPECIAL SKILLS:***

* Cooking
* Knowledge in Microsoft Word, Microsoft Excel & PowerPoint
* Fruit & Vegetable Carving
* Table Setting

***TRAININGS:***

* ***ADNH COMPASS***

***Level 2 Award in HACCP for Catering***

***Date of assessment 12 October 2015***

***Date of award 05 November 2015***

***Certificate number 2021635***

***1. ADBH COMPASS***

Joined: **​*January 21, 2015***

***HSEQ TRAINING CERTIFICATE***

***● FOOD Safety***

***Level : Level 1*** ***Duration: 6 Hours***

***2. ADNH COMPASS***

Joined: **​*August 20, 2014***

***HACCP AWARENESS TRAINING***

***3. SAUDI ARABIAN SAIPEM CO. LTD.***

Joined: **​*July 24, 2014- July 25, 2014***

***SADEQ ALISMAIL TRAINING CENTER***

* + **RIG Orientation & Emergency Procedures**
	+ **Persona Protective Equipment (PPE)**
	+ **Hazard Recognition Program (HOC)**
	+ **Housekeeping and Hygiene**
	+ **Manual Handling**
	+ **Hand and Finger Injury**
	+ **HAZCOM Training (COSHH)**
	+ **Spill Prevention Training**
	+ **Basic Fire Fighting Training**
	+ **Respiratory Protection Training**
1. ***SAUDI ARABIAN SAIPEM CO. LTD.***

Joined: **​*July 24, 2014***

***SADEQ ALISMAIL TRAINING CENTER***

* + **HYDROGEN SULPHIDE (H2S) & SELF CONTAINED BREATHING APPARATUS (SCBA)**
1. ***SEATECH MARITIME TRAINING CENTER***

Joined: **​*January 24, 2013***

**Certificate no​**.: **​**

***Registration no.:***

* + **Crisis Management and Human Behavior Training**

**Including Passenger Safety, Cargo Safety and Hull Integrity Training​​(IMO Model Course​​1.29)**

1. ***CERTIFICATE OF COMPETENCY (COC)***

**Certificate**

* + **CHIEF COOK**
1. ***RAMADA International Hotel***

Joined**​*: June 2012 – RAJAB***

* + **HACCP Introduction Training Course**
1. ***SAGA Shipping (April 2008)***

***Certificate No.***

* + **Manual Handling Course​**( Safe HandlingTechniques and Back Care)
	+ **General Sanitation Induction I**
1. ***TESDA – National Certificate (January 2008)***

***Certificate No.***

* + **Commercial Cooking II**
1. ***STAR CRUISES (January 2006)***

***Certificate No.***

* + **Crowd Management**
1. ***STRADA MARITIME CORPORATION (January 2006)***

***Certificate No.***

***Basic Soft Skills***

***Subject Titles*:**

* + Changing table cloth
	+ General Hotel Training Course
	+ Basic beverage knowledge HOT/COLD
	+ Sequence of Service
	+ Selection of Glassware
	+ VSP 1 Basic Hygiene
	+ VSP 2 Course for Galley , F & B and Provision
	+ Complaint Handling
	+ Delivering Quality Guest Service
	+ Exceeding Guest Expectation
	+ Grooming
	+ Guest Relation
	+ Improving Communication Skills
	+ Performance Appraisal
	+ Revenue Per Diem
	+ Service From The Heart
	+ Social Skills
	+ Suggestive Selling & upselling
	+ Telephone Skills
1. ***ZAMBOANGA MARITIME TRAINING CENTER, INC. (August 2005)***

***Certificate***

***BASIC SAFETY TRAINING***

* Personal Survival Techniques
* Fire Fighting and Fire Prevention
* Elementary First Aid
* Personal Safety and Social Responsibility

***EMPLOYMENT RECORD:***

Company : **COMPASS ARABIA LTD.**

**INTERNATIONAL CATERING SERVICES**

**AlKhobar, Kingdom of Saudi Arabia(Main**

**Office)**

**Assingned to SAIPEM Oil & Gas Industry**

**And Arabian Drilling Company**

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| Position | : | ***CHEF COOK/ Kitchen Supervisor*** |
| Year | : | **July 2014 – February 20 2017** |

**Job Description:**

● Prepare innovative recipes to delight and whet the appetite of customers,

visitors and guests.

* Prepare culinary dishes and meals as per orders requested by servers.
* Develop new menu items while improvising the existing ones.
* Follow recipe and menu specifications.
* Maintain the cooking premises clean, neat and tidy.
* Monitor and support other cooking staff in preparing culinary dishes and meals.
* Adhere to quality in preparing recipes and meals.
* Develop and initiate cost-cutting ideas without sacrificing the quality and tastes of the dishes.
* Teach and train the other cooking staff.
* Maintain and manage kitchen expenses, food cost, inventory and staffing within the budgetary limits.

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| Company | : | **RAMADA INTERNATIONAL** |
|  |  | **HOTEL** |
|  |  | **Taif, Kingdom of Saudi Arabia** |
| Position | : | ***1st COOK*** |
| Department | : | **F & B KITCHEN** |
| Year | : | **July 2010 – July 2012** |

**Job Description:**

* Act as a right hand to Station Chef and Sous Chef.
* Responsible for preparing and producing food items, a la carte, buffet, banquets, etc. to specify requirement set by the Hotel.
* Proper handling of food, equipment and utensils.
* Prepares food according to Chef’s specification and recipes.

* Assists my Station Chef with food requisition to ensure sufficient stock but no wastage.
* Ensures attractive display of food items, show pieces, etc., on display counters, buffets or where required.
* Receives food checks, event orders and prepares them as required.
* Cleans & maintains a working place, store, equipment and utensils.
* Checks the sauces, meats, fishes vegetables, fruits and all pre-cooked and raw items and to prevent spoilage. Gives special attention to all meats and seafood items.
* Supervises and participates in the meal service.
* Follows and enforces the hygiene and safety standard set by the Public Health Department and the Hotel.
* Knows the Hotel’s fire and safety procedures and operation of the kitchen.
* Cooperates and delegates work properly and in a fair manner. These areas essential for the smooth operations of the kitchen.
* Supervises the general cleaning and proper handling of food leftovers (reusable) after meal services. Re- organizes refrigerators, re-stocks items, and re-organizes section for a next meal period.
* Responsible for setting up breakfast buffet, lunch display, dinner samples and banquet buffet and reception, and have strictly quality control.
* Minimizes wastage and optimizes leftovers.

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| Company | : | **SAGA SHIPPING** |
|  |  | **Southampton, United Kingdom** |
| ***Position*** | ***:*** | ***Chef*** |
| Year | : | **2008 – 2009** |

**Job Description:**

* Undertake menu planning in consultation with the Chef.
* Oversee and participate in the preparation and cooking and serving of meals, snacks, cakes, etc. in accordance with specified menus.
* Ensure menus are displayed showing choices.
* Determine quantities to be cooked and size of portions to be served,

taking into account diets to meet medical, ethnic and personal needs.

* Check the quantity and quality of stock received and notify suppliers of deficiencies.
* Oversee the packaging of the meals in the absence of the Chef.
* Oversee washing and cleaning of floors, utensils, work surfaces and other kitchens equipment to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate.
* Ensure appropriate clothing, including head wear, is worn at all times in accordance with the Trust’s guidelines.
* Cooperate fully with the statutory inspections and implement recommendation as appropriate.
* Act as Supervisor to the Kitchen Staff Team on shift.
* Deputize for the Chef during his absence.
* To undertake such other duties as may be determined from time to time within the general scope of the post and to be aware that social activities connected with the home may require voluntary work attendance outside normal working hours.

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| Company | : | **APO VIEW HOTEL** |
|  |  | **Davao City** |
| Position | : | ***Chef*** |
| Year | : | **June 2007 – December 2007** |

**Job Description:**

* Undertake menu planning in consultation with the Chef.
* Oversee and participate in the preparation and cooking and serving of meals, snacks, cakes, etc. in accordance with specified menus.
* Ensure menus are displayed showing choices.
* Determine quantities to be cooked and size of portions to be served, taking into account diets to meet medical, ethnic and personal needs.
* Check the quantity and quality of stock received and notify suppliers of deficiencies.
* Oversee the packaging of the meals in the absence of the Chef.

* Oversee washing and cleaning of floors, utensils, work surfaces and other kitchen equipment to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate.
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| Company | : | **STAR CRUISE** |
|  |  | **Singapore** |
| Position | : | ***Chef*** |
| Year | : | 2**​006 – 2007** |

**Job Description:**

* Undertake menu planning in consultation with the Chef.
* Oversee and participate in the preparation and cooking and serving of meals, snacks, cakes, etc. in accordance with specified menus.
* Ensure menus are displayed showing choices.
* Determine quantities to be cooked and size of portions to be served, taking into account diets to meet medical, ethnic and personal needs.
* Check the quantity and quality of stock received and notify suppliers of deficiencies.
* Oversee the packaging of the meals in the absence of the Chef.
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health and safety standards are maintained in the kitchen and dining room as appropriate.

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* Act as Supervisor to the Kitchen Staff Team on shift.
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* To undertake such other duties as may be determined from time to time within the general scope of the post and to be aware that social activities connected with the home may require voluntary work attendance outside normal working hours.

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| Company | : | **STAR CRUISE** |
|  |  | **Hongkong** |
| Position | : | ***Chef*** |
| Year | : | **2005– 2006** |

**Job Description:**

* Undertake menu planning in consultation with the Chef.
* Oversee and participate in the preparation and cooking and serving of meals, snacks, cakes, etc. in accordance with specified menus.
* Ensure menus are displayed showing choices.
* Determine quantities to be cooked and size of portions to be served, taking into account diets to meet medical, ethnic and personal needs.
* Check the quantity and quality of stock received and notify suppliers of deficiencies.
* Oversee the packaging of the meals in the absence of the Chef.
* Oversee washing and cleaning of floors, utensils, work surfaces and other kitchen equipment to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate.
* Ensure appropriate clothing, including head wear, is worn at all times in accordance with the Trust’s guidelines.

* Cooperate fully with the statutory inspections and implement recommendation as appropriate.
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| Company | : | **APO VIEW HOTEL** |
|  |  | **Davao City** |
| Position | : | ***WAITER*** |
| Year | : | **2001– 2002** |

**Job Description:**

* Interacted with customers in a busy, crowded restaurant.
* Assisting kitchen staff with food preparation.
* Performed duties as supervisor when necessary.
* Greeted customers, developed rapport; accepted, processed and delivered orders.
* Performed all aspects of food preparation, delivery, and clean-up.
* Responsible for serving foods.
* Ordered supplies and track inventory.
* Promoted customer satisfaction through personal interaction.
* Cited for excellence in interpersonal communications, teamwork, customer service, flexibility and reliability.
* Handled food substitutions and special requests efficiently.
* Calculated restaurant customer’s bills accurately.
* Processed orders for customers accurately and within “service” times.
* Trained and periodically assisted all cashiers.
* Served customers with courtesy, patience and a smile.
* Conducted facility maintenance.

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| Company | : | **SAMAL CASINO RESORT** |
|  |  | **Samal Island, Davao del Norte** |
| Position | : | ***WAITER*** |
| Year | : | **1999 – 2000** |

**Job Description:**

* Interacted with customers in a busy, crowded restaurant.
* Assisting kitchen staff with food preparation.
* Performed duties as supervisor when necessary.
* Greeted customers, developed rapport; accepted, processed and delivered orders.
* Performed all aspects of food preparation, delivery, and cleanup.
* Responsible for serving foods.
* Ordered supplies and track inventory.
* Promoted customer satisfaction through personal interaction.
* Cited for excellence in interpersonal communications, teamwork, customer service, flexibility and reliability.
* Handled food substitutions and special requests efficiently.
* Calculated restaurant customer’s bills accurately.
* Processed orders for customers accurately and within “service” times.
* Trained and periodically assisted all cashiers.
* Served customers with courtesy, patience and a smile.
* Conducted facility maintenance.