PRADEEP

PRADEEP.366204@2freemail.com

company to facilitate other business operations

Manage schedules and deadlines

Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints Monitor costs and expenses to assist in budget preparation Oversee facilities services, maintenance activities and tradespersons (e.g electricians)

|  |  |
| --- | --- |
|  | guidance to ensure maximum efficiency |
| Language | Ensure the smooth and adequate flow of |
| English | information within the |

Organize and supervise other office activities (recycling, renovations, event planning etc.) Ensure operations adhere to policies and regulations

Keep abreast with all organizational changes and business developments

03-04-2013 - 01-02-2015National corporation of Tourism and Hotel

Food safety Assitant & Specific responsibilities Senior waiting staff will include, but not be limited to the following:

Sample collecting for microbial testing Record test results and maintain appropriate documentation Select produce samples for food safety, time study, and quality control testing Assist with enforcing food safety program and procedures, GMP policy, and personnel hygiene policies Responsible for produce quality inspections and proper storage Responsible for quality checks for outgoing produce as well as returned product. Verify and communicate to appropriate departments any findings as relate to food safety and/or quality issues. Report and assist with correcting any unsanitary conditions in food storage areas as well as employee work areas Assist with maintenance of food prep and packaging equipment, surfaces, tools Help develop, maintain, and update all records, manuals, training procedures, product spec books as pertain to food safety and quality control Assist with preparation safety audits Maintain cleanliness and sanitation of warehouse Perform other duties as required by ManagementEnsure that all guests are served to the hotels standard in the Restaurant / Bar / Lounge areas. Display highest standards of hospitality and welcome are demonstrated at all times within all food and beverage areas.

Täkes orders for, serves (where applicable, prepares) food and beverages to guests as per the hotels standards in a friendly, timely and efficient manner.

01-04-2015 - 17-12-2016Sari Pacifica

|  |  |
| --- | --- |
| Supervisor & Office | Coordinate office |
| Admin Assitant. | activities and operations to secure efficiency and compliance to company |

policies Supervise administrative staff and divide responsibilities to ensure performance Manage agendas/ travel arrangements/ appointments etc. for the upper management Manage phone calls and correspondence (e-mail, letters, packages etc) Support budgeting and bookkeeping procedures Create and update records and databases with personnel, financial and other data Track stocks of office supplies and place orders when necessary Submit timely reports and prepare presentations/ proposals as assigned Assist colleagues whenever necessary

# PROJECTS

Project Name: MIS

|  |  |
| --- | --- |
| Role: Team Member | Team Size: 5 |
| Project Duration: 3 | Project Detail: |
| months | The management information systems job description is likely to include financial |

concepts and duties alongside those of IT administration. Roles and responsibilities include network and computer systems management, business systems analysis, data integration, and compliance and audit preparations, as well as soft skills such as being a communicator who can liaison with the business units that rely on MIS.

Project Name: Food safety MANAGEMENT

|  |  |
| --- | --- |
| Role: Team leader | Team Size: 7 |
| Project Duration: 6 | Project Detail: |
| months | International Standard |

ISO 22000 specifies requirements for a food safety management system where an organization in the food chain needs to demonstrate its ability to control food safety hazards in order to ensure that food is safe at the time of human consumption.

It is applicable to all organizations, regardless of size. The Hazard Analysis Critical Control Points or HACCP will be monitored closer by the QMS.

REFERENCE

DECLARATION

 hereby declare that all the details furnished here are true to the best of my knowledge and belief.

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