**CURRICULUM VITAE**

**PERSONAL INFORMATION**

Mr Gerald

Gerald.367979@2freemail.com

**EDUCATIONAL BACKGROUND**

**Cape Peninsula University of Technology, Cape Town, ZA**

Qualifications

Baccalaureus Technologiae Degree in Consumer Science: Food and Nutrition 2013

- Food and Food Science 4

- Nutrition 4

- Food and Nutrition Project 4

- Research Methodology: Natural Sciences

- Marketing 1

National Diploma in Consumer Science: Food and Nutrition 2012

- Food and Food Sciences 1, 2 & 3

- Nutrition 1, 2 & 3

- Food Communication 1, 2 & 3

- Applied Sciences (Biochemistry, Chemistry & Physics) 1

- Business Management 1

- Consumer Behaviour 1

- Food Microbiology 1

- Food Production Management 1

- Food Practice 2

- Physiology

- Workplace Relations

**Nyabata High School, Masvingo, ZW**

Qualifications

Advanced level 2008

- Sociology

- Literature in English

- Divinity

Ordinary Level 2006

- English Language

- History

- Geography

- Integrated Science

- Bible Knowledge

- Commerce

**Certificates**

Information Literacy 2013

Work Integrated Learning 2012

ECOLAB: Safe Steps Food Hygiene Practice 2012

Creative Minds: Computer Training 2012

Preliminary Wine Course 2011

**PROFESSIONAL PROFILE**

I am a young man in his mid-twenties, who is initiative and adaptive with a good communication and working relations. During my academic studies and working period I managed to gain efficient and effective administrative knowledge, skills and experience that are prerequisites in the food industry. I am also proficient in Microsoft Word, Excel and PowerPoint. As an energetic vibrant young man, I am willing to take any tasks in order to get the work done, a ‘can do’ attitude which contributes to a successful business. My work history in the food industry has proved my ability to work well within a team as well as being confident to use my own initiative whilst adding value to the company or related institution.

**ADVANCED KNOWLEDGE, SKILLS AND EXPERIENCE**

- Food production supervisory - Food buying

- Storekeeping - Food Communication

- Recipe & Product development - Menu Planning

- Quality Control & Training - Food Preparation

**CAREER SUMMARY**

**Eyes’ peak optician Jan 2015 - December 2016**

Administrative assistant

- Filing

- Banking

- Customer relations and services

- Stoke Taking

- Report writing

**Castle Hotel, Canterbury St, Cape Town Jan – Oct 2014**

Catering assistant

- Assisting in the kitchen with food preparation duties.

- Assisting in stock issuing, keeping and taking for the kitchen in line with FIFO.

- Adhering to health and safety regulations.

- Delivering excellent customer service.

- Involved in the ordering systems for stock rotation.

- Keeping all areas of the workplace clean and tidy at all times.

**CPUT (Department of Agricultural and Food Sciences) Mar – Nov 2013**

Lab assistant

- Assisting with administrative work.

- Continuous training of students.

- Maintaining hygiene policies and procedures within the lab.

- Writing reports on analytical/ microbial reports.

**Fedics Food Service, Sanlam Unit, Bellville Jul – Nov 2012**

Trainee Manager (Internship)

- Preparation of food products.

- Administrative work.

- Recipe, Product development and Menu planning.

- Health and Safety training among National Youth Chefs.

- Stock management.

- Food buying.

- Document completion and record control procedure.

- Implementing standard operating procedures and good manufacturing practices.

- Implementing hazard analysis and critical control points quality management system.

- implementing food safety management system ISO 22 000: 2005 edition.

**Eastern Food Bazaar, Cape Town Feb – Apr 2012**

Catering assistant

- Assisting in the preparation of ready-to-eat meals.

- Keeping all areas of the workplace clean and tidy.

**Shoprite Holdings Ltd, Cape Town Jun – Jul 2010**

Bakery assistant

- Assisting in baking products.

- Involved in quality control duties including implementing SOPs and GMPs.