**PAUL IAN**
Email: paulian.370628@2freemail.com

Visa Status: **Visit Visa**

**PERSONAL INFORMATION:**

DATE OF BIRTH: **28 September 1990** AGE: **26**

BIRTHPLACE: **Miag-ao, Iloilo City** RELIGION: **Roman Catholic**

WEIGHT: **140 lbs** HEIGHT: **5’8”**

**SKILLS:**

* + - * MS OFFICE (Excel, Word, PowerPoint)
* Familiarity with administrative duties
* Experience using office equipment, like fax machine and scanner
* Typing speed and accuracy
* Excellent knowledge of correct spelling, grammar and punctuation
* Confidentiality
* Organization skills, with an ability to stay focused on assigned tasks
* Knowledge in Cooking Asian, Japanese & European Cuisine
* Attention to detail
* Business sense
* Cleanliness
* Culinary expertise, fast-paced decision making
* Creativity, motivational
* Multi-tasking

**WORK EXPERIENCE:**

COMPANY: **RAMUSAKE (HILTON DOUBLE TREE HOTEL)**

Dubai, United Arab Emirates

POSITION:Demi Chef de Partie (Japanese Cuisine)

DURATION:December 4, 2016-May 4, 2017

RESPONSIBILITITES:

* To assist in service under guidance from your Chef de Partie, Sous Chef or The Executive Chef
* Adhere to standardized recipes and specifications in order to maintain consistency and ensure all standards are met
* Keeps work station clean and organized including fridge’s/freezers, countertops and stove tops
* Ensures that station opening and closing procedures are carried out to standard
* Keeps overproduction and food waste to a minimum, ensures proper rotation, labeling, and storing of food in order to reduce food cost expense
* Operate all kitchen equipment and conduct themselves with safety in mind at all times
* Ensures that all food products are handled, stored, prepared and served safely in accordance with hotel and government Food Safety guidelines
* Report any and all deficiencies in kitchen equipment functionality and quality of food products to chef de partie/ Sous chef  in a timely fashion
* Prepares lists of food products required for station for Sous Chef order and approval
* Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the hotel health and safety program
* Adhere to all environmental policies and programs as required

COMPANY: **HEY JUDE!**

Boracay, PH

POSITION: Demi Chef de Partie (Asian Cuisine)

DURATION: May 5 2015-January 1 2016

RESPONSIBILITIES:

* To ensure knowledge of the product is maintained and communicated to all relevant personnel.
* To monitor stock movement and be responsible for ordering on your section.
* To learn and record skills and recipes from other members of the department
* To report any maintenance issues to the Head Chef immediately
* To ensure all statutory regulations are adhered to, such as food hygiene policies
* To be flexible and willing to help the restaurant kitchen at busy times if required

COMPANY: **TATOY’S MANOKAN**

Iloilo City PH.

POSITION: CHEF de PARTIE (Filipino Cuisine)

DURATION: November 7 2014-June 15 2015

RESPONSIBILITIES:

* Take part in the creation of recipes and the preparation of advanced items.
* Preparing menus in collaboration with colleagues
* Ensuring adequacy of supplies at the cooking stations
* Preparing ingredients that should be frequently available (vegetables, spices etc.)
* Follow the guidance of the executive or sous chef and have input in new ways of presentation or dishes
* Put effort in optimizing the cooking process with attention to speed and quality
* Enforce strict health and hygiene standards
* Help to maintain a climate of smooth and friendly cooperation

COMPANY: **MARBLE & GRANITE CORP.**

Binladin Group of Companies

 (Jeddah, Kingdom of Saudi Arabia)

POSITION: Encoder/Machine Operator

DURATION: October 27,2013 – October 23,2014

RESPONSIBILITIES:

* Insert customer and account data by inputting text based and numerical information from source documents within time limits
* Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
* Review data for deficiencies or errors, correct any incompatibilities if possible and check output
* Research and obtain further information for incomplete documents
* Apply data program techniques and procedures
* Generate reports, store completed work in designated locations and perform backup operations
* Scan documents and print files, when needed
* Keep information confidential
* Respond to queries for information and access relevant files
* Comply with data integrity and security policies
* Ensure proper use of office equipment and address any malfunctions

**EDUCATIONAL ATTAINMENT:**

**TERTIARY:** **Colegio Del Sagrado Corazon De Jesus (2009-2013)**

Gen. Huhges St. Iloilo City

 Bachelor of Science in Hospitality Management

 Major in Culinary Arts in Kitchen Management (CKM)

**SEMINARS:**

* **Front Office Operation (Customer Service) Seminar**

18th October, 2010

Iloilo Grand Hotel, Iloilo City, PH

* **Bartending**

24th February, 2011

Colegio del Sagrado Corazon de Jesus, Iloilo City, PH

* **ATSC Apprentice-By-Experience School Onboard Learning Program &Practicum**

2011

Superferry 02 & Superferry 20 (ILO-MNL, MNL-ILO), PH

* **Hot Kitchen Operations & Asian and Western Cuisine**

**The Culinary Tour: An International Buffet**

16th March, 2012

Colegio del Sagrado Corazon de Jesus, Iloilo City, PH

* **Fine Dining Lecture**

23rd February, 2013

La Villa Function Room, Days Hotel, Iloilo City, PH

**CERTIFICATES:**

* **TESDA NC1 in Culinary I**
* **TESDA NCII in Culinary II**
* **Food Safety II**
* **Fruits & Vegetables Carving Contest, CHAMPION**
* **BARTENDING 2011, 2ND PLACE**

**CHARACTER REFERENCES:**

*The aforementioned information shall be available upon request*