*Name:* ***CRISTOPHER***

***CRISTOPHER.371610@2freemail.com***

*Date*

*Dear Madam. /Sir.*

*I am applying for the job of cook in your Company.*

*I have been working in the culinary industry for three years. For the past three years, I have served as a short-order cook. I am therefore comfortable preparing meals quickly and efficiently - a necessary skill in a busy hotel cafeteria.*

*I have also served in other capacities in restaurants; I began as a dishwasher, and then spent three years as a line cook at restaurant. I would be comfortable performing a variety of tasks in the hotel cafeteria.*

*You state that applicants should have strong customer service skills. As a short-order cook, I constantly interact with customers; I serve customers seated at the bar, and know how to maintain a positive report with customers.*

*I am confident that my experience and skills will make me a valuable member for any Hospitality & culinary team. I have enclosed my resume and you can call me. Thank you so much for your time and consideration.*

*Sincerely,*

***CRISTOPHER***

 **CRISTOPHER**



**STRENGTHS:**

* Excellent communications and Interpersonal skills.
* Organized and detail oriented.
* Prioritizing tasks.
* Self-motivated and quick learner.
* Astute in handling Secretarial Administrative functions.

**Profile Summary**

Dedicated and energetic Line Cook with a

Stellar customer service record and an

Exceptionally good attitude. Adept at

Multitasking in a high-volume Fast-paced

Work environment. Able to maintain cordial

And professional working relationships

 With other staff supervisors and customers.

 **Education**

Hotel Restaurant-Management

Datamex Colleges of the Philippines / Year: 1999-2000

**Career Progression**

PEARL GARDEN HOTEL  **March 2013 to Present**

Position:  line cook

Duties and responsibilities

* Inspect received raw materials such as fruit, vegetables and meat for both quality and quantity
* Ascertain that received materials are stored and inventoried according to the protocols of the company
* Cut, chop and marinate food items such as meats and vegetables so that they can be used in cooking
* Prepare soups and salads according to specific instructions provided by the chef
* Assist chef in creating dishes off the menu by ensuring that ingredients are properly measured
* Oversee cooking activities in the event of the chef’s absence
* Mix ingredients such as batter for cakes and waffles and ensure that leftovers are stored for later
* Perform proper food rotation services to keep raw food items from spoiling
* Portion and arrange food items aesthetically on dishes and platters and ensure that each order is followed up so that it is delivered on time
* Clean and maintain kitchen equipment such as grills, fryers and ovens as part of preventative maintenance programs

**KEY ACCOMPLISHMENTS**

* Introduced a series of quality assurance steps which increased food quality by 58%
* Implemented a food rotation system which reduced food spoilage by 85%
* Trained 15 line cooks in cake decoration techniques, with special focus on the popular fondant art

Malvar Restaurant (Philippines) May 01 2011-February 11 2013

Position:  Assistant cook

Duties and responsibilities

* Assisted with preparation of cooking menu items
* Ensures that all sanitation rules are observed by the kitchen staff
* Maintained kitchen equipment and utensils
* Checked all items to ensure adequacy and quality
* Completed utility jobs as and when required
* Prepared salads, dressings and desserts
* Tested new recipes for quality and taste
* Maintain records of prepared food and manage inventory

 SM Sanlazaro

Position:  Sales Representative Date:   From 2009 to 2010

Duties and responsibilities:

* Greeting customers who enter the shop
* Be involved in stock control and management.
* Assisting shoppers to find the goods and products they are looking for.
* Being responsible for processing cash and card payments.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Balancing cash registers with receipts.
* Dealing with customer refunds.
* Keeping the store tidy and clean, this includes hovering and mopping.
* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands.
* Attaching price tags to merchandise on the shop floor.
* Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.
* Receiving and storing the delivery of large amounts of stock
* Keeping up to date with special promotions and putting up displays.

Grand Prix Hotel – Philippines Date: 2008- 2009

Position: Waiter Food Handler

Duties and responsibilities:

Responsible for serving foods and beverage to the guest according to service procedures in order to acquire and maintain customers.

* To provide personalized, courteous and friendly service that exceeds expectation to establish hotel.
* Maintain the cleanliness of the area that may assign.
* To clear and set up the table
* To settle the bill of the guest
* Attend the customer of daily special items
* Explain neatly how different menu items are made describing the cooking methods and ingredients
* Welcoming the guest and to provide friendly assistance to each every guest and to anticipate customers’ needs and wants.
* Provides fast service and work with a true spirit as a team member. Manage customer’s expectations towards the satisfaction of quality service. Handling minimal guest complaints, responsibilities take immediate actions.
* Have all the knowledge of all menus & beverages.
* Attends the daily briefing and to be aware of all special promotions.
* Motivate and trained a newly hired team player.
* Thanking the guest for repeated visit

**Personal Details**

Gender: Male Civil Status: Married

Language: English, Tagalog Nationality: Filipino

Date of Birth: Nov 01, 1979 Place of Birth: [Navotas](https://www.google.ae/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0ahUKEwj6lobam8zTAhXHOSwKHUiPDNkQFgg0MAE&url=https%3A%2F%2Fen.wikipedia.org%2Fwiki%2FSan_Francisco%2C_Quezon&usg=AFQjCNEOMRQa0G-9MmY-KlEDzqlp3eHEGA&sig2=1IyY3PbBvloNhcWjpuMRAg) City Manila