SANGEETA

SUMMARY OF QUALIFICATIONS

Masters of Science with specialization in Mycotoxicology and Seed Pathology. Certified in HACCP level 3, Food Safety Level 3, PIC Level 3, FSCC 22000 Internal Auditor, ISO 22000 : 2018 Internal Auditor with 7 years’ experience as the Food Safety and Hygiene officer.

WORK EXPERIENCE

[Aug 2019 – Present] **Indian Restaurant in UAE**

# Food Safety and Hygiene Officer

**Clients**

Emirates NBD, Dubai Noor Bank, Dubai ENOC, Dubai

Emaar properties, Dubai

Baqer Mohibbi Dubai/ Sharjah. Duties And Responsibilities.

* Review & monitor organization’s food preparation, handling, storage, and transportation processes in line with organization’s Food Safety Management System (FSMS).
* Liaise with Dubai/Abu Dhabi/ Sharjah Municipality for maintenance & implementation of new regulations and fulfil local by-laws.
* Assist in the 3rd party audit of organization.
* Conduct routine and random inspections of kitchen and retail outlets to ensure implementation of Food Hygiene Policies, procedures and regulatory standard.
* Conducting Basic Food Hygiene (BFH - Dubai), Good Hygiene Practice (GHP-Sharjah), Essential Food Safety Training (EFST - Abu Dhabi) to all Food handlers on regular basis.
* Assist Vendor / Supplier Audits according to the regulatory requirement.
* Inspect goods/ food received to ensure quality standards and assist in recalls.
* Assist in closure of customer complaints & municipality observations with conformance and record for matters related to food safety & hygiene.
* Assist in determination of root causes of non-conformances and device methods for prevention of recurrence.
* Update management on food safety related matters & recommendations on regular basis.
* Assist in Local Authority inspection, third party certification and surveillance audits.
* Coordinating with Calibration team, Pest control team, OHC (occupational Health Certificate),Grease Trap Management, FOOD Watch, Kitchen Hood Team, Waste management, Maintenance Department to ensure that equipment and facilities meet local food safety standards.
* Review and follow up on the microbiological results from food laboratory.
* Conduct Internal Audits to identify and manage risks ensuring compliance to local authority, Food safety

/HACCP plan.

[Jan 2018 – July 2019] **Savour Catering LLC, Dubai**

# Food Safety and Hygiene Officer

**Clients**

Delhi Public School, Dubai Dubai Gems Private School Gulf Extrusions Co. LLC

Duties And Responsibilities.

* Conduct inspection and audits of premises to ensure compliances with Food Safety and Quality Standards.
* Ensure that all food is handled, prepared, stored, served and transported in satisfactory manner.
* Responsible for internal auditing for Site operations.
* Investigate compliances such as customer complain etc.
* To determine root causes and advice on methods for prevention recurrence.
* Liaise daily with the Manager, chefs, and kitchen staff to keep one line of communication.
* Pest control management.
* To provide Kitchen with enough amounts of operational supplies.
* To liaise with the personnel and Training Department in providing hygiene training for all food handlers.
* To manage and check sanitary standards kitchen, Food preparation area and client premises.
* To manage and keep up to date with legislation in food hygiene area.
* Maintains and makes improvements to hygiene standards.
* Maintains documentation on all hygiene and food safety standards throughout the operation.
* Conduct monthly vendor inspection with the purchasing.
* Identifying and report structural deficiencies in food operation.
* Ensuring Food Hygiene and Sanitation at all production areas, dishwashing utilities, receiving and storage areas.
* Ensuring staff is fully aware of high risk areas for the food -borne illness and make them sure that food served to our client are safe to consume.
* Coordinating with engineering and maintenance department to implement preventive & corrective maintenance.

[ April 2015 - Dec 2018 ] **Sinicon Project Management and Consultancy, UAE**

Worked as a freelancer Food Safety and Hygiene officer with consultancy firm to provide consultation to client’s food process premises and check compliances as per HACCP and other regulatory requirements.

* Responsible for verifying that operations are in compliance with hygiene and food safety standard.
* Verifies compliance with food and hygiene regulations, licensing conditions and codes of practice relating to food operations.
* Advise food handler on proper food handling practices and provides food hygiene training for all new hires and trainees.
* Identifies key areas of risk in various food operations and takes preemptive remedial action.
* Providing technician advice on product labelling.
* Coordinates cleaning programme in all F&B areas (general cleaning), identifying trends and making recommendation for improvements.
* Monitoring pest control performance and liaise with Pest Control Company for any pest control issues.
* Maintains documentation on all hygiene and food safety standards throughout operations.

[Dec 2004 – Dec 2006] **Hotel Sriyash Regency, India**

# Food Safety and Hygiene Officer

* Quality control of entire products, raw and finished products.
* Routine process control activities and making report.
* Conducting a study of the products with respect to quality aspects, shelf life, etc.
* Identifying and report structural deficiencies in food operation.
* Manage and maintain an effective pest control system.
* Manage and review food complaints effectively.
* Periodically review food safety system.
* Review the implementation of food safety skills.
* Conduct training in food safety and hygiene for the food handlers.
* Review the implementation of food safety skills of staff.
* Preparation and working out for cleaning schedules and their implementation along with chief, staff training.
* Ensuring Food Hygiene and Sanitation at all production areas, dishwashing utilities, receiving and storage areas.
* I make staff fully aware of high risk areas for the food -borne illness. And make them sure that food served in our hotel are safe to consume.
* Responsible for ensuring overall hygiene activities in the food production areas.
* Conducting daily inspection regarding hygiene & sanitation conditions of all production, storage areas etc.
* Implementation of pest management programme.
* Conducting house audits.
* Coordinating with engineering and maintenance department to implement preventive & corrective maintenance.
* Responsible for ensuring overall hygiene activities in the food production areas.
* Conduct training in food safety & hygiene for the food handlers.

COMPUTER LITERACY

* Microsoft Word – Intermediate
* Microsoft Excel
* Microsoft Power Point

PERSONAL DETAILS

* Language - English, Hindi

# Hold UAE Driving License

* Currently available in Dubai on Residence Visa.
* Personal Contact: sangeeta-390223@2freemail.com
* Reference: Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

EDUCATION & CERTIFICATIONS

* Completed level 4 Training - Award in managing Food Safety in Catering/ Manufacturing (Advance food safety and Hygiene).
* PIC (Person In charge Level 3)
* Completed Food Safety Level 3.
* Completed HACCP level 3.
* Completed FSSC 22000 INTERNAL AUDITOR TRAINNING.
* Completed ISO 22000: 2018 INTERNAL AUDITOR TRAINNING.
* Master of Science - Mycotoxicology & Seed Pathology
* Bachelor of Science

DATE OF BIRTH

* 28th Feb 1981