**APPLYING FOR: Accommodation Coordinator (CAMP BOSS)**

**WORK EXPERIENCE**

**SR. WAITER ( SIDE IN CHARGE )**

SADAFCO Project

Oct 2017 – Present

*Dutiesand responsibilities*

* Prepare and generate report such as DSOR, Food Consumption, Require gate pass, etc.
* Overseas the servicing operation and delivery schedule.
* Deal with clients on daily basis for feedback and comments.
* Prepare menu planning/orders for the whole week.
* Prepare reimbursement for out of budget cost.

**ROOM BOY**

Arabian Drilling Company - ADC 51 Project

July 2016 – Oct 2017

*Dutiesand responsibilities*

* Responsible for the cleanliness of cabin crew.
* Maintain hygienic standard as per company policy.
* Report any maintenance issue to site in-charge.
* Asst. on delivery of catering food for VIP client.

**LAUNRY MAN**

NABORS 054

Nov 2014 – July 2016

*Duties and responsibilities*

* In-charge of cleaning all crew uniform and delivery.
* Make sure all clothes are timely was as require by employees
* Report any maintenance issue found in laundry area.
* Compile all require MSDS records for material used in laundry.

**INDIAN & NEPALI COOK**

Feb 2012 – May 2014

*Duties and responsibilities*

* Prepare Indian and Nepalese dishes for the guest.
* Maintain kitchen and work station in hygienic environment.
* Prepare additional menu as per Exec. Chef instruction.

**CERTIFICATE AND AWARDS**

* Best Hygiene Standard Employee Award Dec 2016
* Certificate of Appreciation from ADC 51
* Nepal Tourism Board – Tracking Guide License
* Paradise Hotel Certificate of Appreciation
* Best customer service employee award 2018

**ADDITION SKILLS AND KNOWLEDGE**

* Driving knowledge
* Basic computer skill
* Able to prepare local Nepalese and Indian Dish

**PERSONAL INFORMATION**

Educational Attainment: 8th Standard Completion

Date of birth: 29 Feb 1992

Place of birth: Tanahun, Nepal

Height: 152cm

Weight: 60kgs.

**CHARACTER REFERENCE**

*Available upon request*