*CIRRICULUM VITAE*



***MEENA***

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# CAREER OBJECTIVE

*To work in an atmosphere where my potentials and skills can be enhanced for future in the best manner and in the favour of organization for the advancement in my career.*

# ACADEMIC QUALIFICATION

10TH From C.B.S.E Board.

+2 From C.B.S.E Board.

Graduation from Punjab University Chandigarh.

One Year Diploma in Hospitality and Management From Mohali.

# EXPERIENCE

## Emirates Flight Catering: Foodpoint August 12 2018 - Present

***Commis Chef II/Team Member***

Preparing and filling-up Quality Assurance Sheet throughout the day.

Making sure that proper hygiene is followed not just by me but also for my workmates. Making sure that food temperatures are in correct readings before sending it to food preparation area.

Omelette Section : Preparing Egg Liquid to be used and Cooking ≥500 Omelettes per day. Reporting all progress throughout the day’s production to my Team Leader.

## Pizza Hut (Elante Mall) June 2017 – June 2018 Shift Manager

Staff Training. Inventory Management. Quality Assurance.

Customer Service & Customer Handling. Guest Relations.

Procedures.

## Pizza Hut (Elante Mall) March 2016 – April 2017 Kitchen/Cook

Disposing of Rubbish.

Washing utensils and dishes and making sure they are stored appropriately. Frying/grilling.

Washing, peeling, chopping, cutting and cooking foodstuffs and helping to prepare salads and desserts.

Maintains cleanliness before opening/closing the stall.

Cleaning the food preparation equipment, floors and other kitchen tools or areas.

## Pizza Hut (Elante Mall) July 2014 – Feb 2016 Hostess/Waiters

Greet and escort customers to their tables

Present menu and provide detailed information when asked (e.g about portions, ingredients or potential food allergies)

Prepare tables by setting up linens, silverware and glasses Serve food and drink orders

Check dishes and kitchenware for cleanliness and report any problems Deliver checks and collect bill payments

Carry dirty plates, glasses and silverware to kitchen for cleaning Provide excellent customer service to guests

## IBM Daksh (IT Park Chandigarh) March 2012 – October 2012 CCE (Customer Care Executive)

The primary task of an executive is to handle calls from customers or clients and provide them with a solution to their queries.

Attracts potential Customers by answering product and service questions . Suggesting information about other products and services.

Opens customer accounts by recording account information.

## Spanco & Shree Banke Bihari Real Estate December 2012 – May 2014

***CCE (Customer Care Executive)***

The primary task of an executive is to handle calls from customers or clients and provide them with a solution to their queries.

Attracts potential Customers by answering product and service questions. Suggesting information about other products and services.

Opens customer accounts by recording account information.

# TRAINING ATTENDED

***Quality Awareness*** *Foodpoint Presentation Room Dubai,United Arab Emirates*

## Human Factor & Fatigue Awareness

Foodpoint Presentation Room Dubai , United Arab Emirates

***HALAL Awareness Training*** *Foodpoint Presentation Room Dubai , United Arab Emirates* ***Safety in Machinery*** *Foodpoint Presentation Room Dubai , United Arab Emirates*

***Manual Handling*** *Foodpoint Presentation Room Dubai , United Arab Emirates*

## HACCP Training

Foodpoint Presentation Room Dubai , United Arab Emirates

## Allergen Awareness

EKFC 2

Dubai , United Arab Emirates

***Refresher Food Hygiene*** *Foodpoint Presentation Room Dubai , United Arab Emirates*

## Food Safety Level 2

EKFC 2 –

Dubai , United Arab Emirates

## Allergen Awareness

EKFC 2

Dubai , United Arab Emirates

## Quality Orientation

EKFC 2

Dubai , United Arab Emirates

## Safety Orientation

EKFC 2

Dubai , United Arab Emirates

# ACHIEVEMENTS

Appreciation letter from Pizza Hut.

2 Nazam Award Appreciation from Emirates Flight Cattering

# TECHNICAL QUALIFICATION

Three Month Computer Course of Basic Knowledges.

# HOBBIES

Dancing and Listening music

# STRENGTH

Hard Working, Punctual, Honest

# PERSONAL DETAILS

Date Of Birth:- 29-01-1990 Marital Status:-Unmarried Nationality:- Indian

Languages: -English, Hindi, Punjabi