**CURRICULUM VITAE – CATERING SERVICE OFFICER**

**PALANI**



**TOTAL EXPERIENCE:**

**14 Years as on June-2020**

**PERSONAL DETAILS**

Date of Birth : 02/08/1980

Sex : Male

Nationality : Indian

Marital Status : Married

Visa Status : Etihad Visa

**COMMUNICATION SKILLS**

English, Tamil, Malayalam & Hindi

**HOBBIES**

Watching News & Reading Novels & Tours to Hilly Places.

**OBJECTIVE**

A devoted person with 14 years’ of experience as **Catering Service Officer** searching a position with an industry in which to practice my skills and put my training to good use. Highlights of Qualifications.

Vast supervisory experience within a catering and housekeeping environment.

Profound knowledge of supervising a catering services.

**PROFESSIONAL PROFILES**

**Personal Attributes:**

* Customer service skills
* Leadership skills
* The ability to work well with others
* The ability to work well under pressure
* The ability to monitor your own performance and that of your colleagues
* Attention to detail
* Physical stamina

**Communication Skills:**

Excellent communication skills teamed with ability to develop rapport with employees and peers.

**Computer Skills:**

* Microsoft Word

**Languages Known:**

* English (Oral and Written) : Good
* Tamil (Oral and Written) : Excellent

**EDUCATIONAL BACKGROUND**

* **B.A in Economics from university of Madras**
* **Craft Course in Food & Beverage Service, Chennai**

**Organizational Experience**

**From June 2013 to Present**

**Working as Catering Service Officer in Abu Dhabi.**

O of Etihad Airways' subsidiaries, prepares and provides food , supplies and Duty Free items as specified by Etihad Airways and other airline customers, in addition to managing transportation of supplies, providing laundry services for cabin linen items, and cleaning of all catering items. It also manages food and beverage services for Etihad Airways airport lounges, as well as staff restaurants, events and sales of ready-to-eat food products to the hotel and hospitality industries.

**Duties and Responsibilities:**

* Ensure catering orders distributed to the various sections-sub sections for their action.
* Monitor equipment packing tray layup, pre-set and pre-flight checks loading bay
* Ensure all company properties such as vehicles, radios, thermometers, communication equipment’s and other equipment are properly maintained.
* Ensure vehicle washing, pest controls, servicing are carried out.
* Submit daily shift reports to the section head.
* Any other duties as directed by the Cabin Services Managers

**From July 2007 to May 2013**

**Worked as Catering Supervisor in Oberoi Flight Service, Chennai.**

The Oberoi Group, founded in 1934, operates 32 hotels, Nile Cruisers and a Motor Vessel in the backwaters of Kerala. The Group has presence in seven countries under the luxury 'Oberoi' and five -star 'Trident' brand. The Group is also engaged in flight catering, airport restaurants, travel and tour services, car rentals, project management and corporate air charters.

**Duties and Responsibilities:**

* Ensure that meal trays for the various service classes are correctly packaged along with food group trays for first class
* Ensure that purser’s kits and consigned duty free items on inflight sales are fully stocked-up.
* Supervise the operation of catering trucks to ensure they reach and load-up the aircraft on schedule.
* Ensure the dispatch of catering trucks to retrieve galley trolleys and non-consumable items from the aircraft after passenger disembarkation.
* Coordinate with airport authorities in securing permits and identification documents required for entry of catering trucks and drivers

**From August 2006 to March 2007**

**Worked as Sr. Captain in Delhi Dhaba Restaurant –Nivi Group, Chennai.**

**Duties and Responsibilities:**

* To ensure diners are receiving high-quality service
* The day-to-day duties range from training all levels of servers
* Overseeing the proper order and flow of dishes
* Informing staff about specials and food that is sold out

**From Jan 2006 to July 2006**

**Worked as Captain in Kebab Court Restaurant – Nivi Group, Chennai.**

**Duties and Responsibilities:**

* Ensure that Members and guests have a pleasant and memorable dining experience
* Monitors setup, maintenance, cleanliness and safety of Dining areas
* Coordinate food service between kitchen and dining staff

**From July 2003 to Jan 2006**

**Worked as Sr. Steward in Hotel the Residency Tower, Chennai.**

**Duties and Responsibilities:**

* Maintain Cleanliness of all Dining Utensils
* Maintain Cleanliness of Kitchen and Storage Areas
* Assist With Food Storage, Rotation and Preparation
* Maintain High Standards of Personal Appearance
* Approach Each Customer With Positive Attitude

**From April 2000 to June 2003**

**Worked as Steward in Hotel Chola Sheraton, Chennai.**

* Perform basic administrative tasks, such as answering phones, taking reservations, and giving out basic information
* Assists in keeping a restaurant, bar and lounge maintenance and sanitation, and tends to customers' needs.

**Contact**

Email: palani-398228@gulfjobseeker.com

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