**Huzaib**



Date of birth: 12/29/1990

Nationality: Pakistani

Gender: Male

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About me: I’m Huzaib and my education is intermediate plus matriculation I have more than 8 years of experience in hospitality has taught me a great deal about dealing with customers. I have developed strong problem –solving skills honed my ability to manage Conflicts and deal with demanding individuals and polish my communication skills. I am Keen to utilize my passion for excellent customer service is providing the best possible experience to the guests.

# WORK EXPERIENCE

10/01/2019 – 04/16/2020 – Riyadh, Saudi Arabia

**F&B STEWARDING TEAM LEADER**

*Duties and Responsibilities:*

* Supervise the Kitchen Stewards ensuring high standards
* Train and supervise the Stewarding team in following policies and procedures
* Assist in developing duty roster and station plan
* Check on guests’ satisfaction and proper handling of feedback and follow-up
* Move staff from one work area to another according to level of business
  + Coordinate the daily pot-wash and dish wash responsibilities
  + Ensure Back of House areas are maintained to the highest cleanliness standards and cleaning schedules are followed and completed
  + Take responsibility of the stewarding operation acting as a partner to the Chief Steward, Assist Chief Steward and Supervisor
  + Observe COSHH guidelines when handling hazardous substances and comply with all aspects of Health and Safety requirements
  + Controls and food beverage garbage removal from all areas to the garbage room
  + Inventory of china, glasses, silverware and hollowware from the outlets and main storage
  + Schedules weekly kitchen cleaning of very high standard
  + Co-ordinates maintenance of all back of the house equipment with the Executive Chef and Chief Engineers
  + Cleaning & sanitizing work station
  + Breakage Control & Report to the Executive Chef or Manager
  + Chemical Knowledge and can give training to the staff
  + Dishwashing Temperature record System
  + HACCP knowledge
  + Ensure team members adhere to all Health and Safety and Hygiene Regulations
* Carry out any other reasonable task set by the Hotel's Management

01/19/2017 – 09/10/2019 – Male, Maldives

**KITCHEN HELPER/ DISHWASHER/STEWARD –** Kandima Maldives

DUTIES AND RESPONSIBILITIES:

* + Ensure the kitchen is clean, well maintained and organised at all times.
  + Operate pot-washing machinery and maintain a hygienic working environment in accordance with hygiene regulations and company standards.
  + Assist the Cooks and Servers as and when necessary.
  + Collects and removes trash from all areas of the operation following established procedures.
  + Dispose of waste as per the hotel and authority standards and Adhere to recycling guidelines.
  + Ensure waste bin area is kept clean and tidy.
  + Carry out general cleaning as directed to include sweeping, mopping up, washing up, emptying of rubbish bins and boxes ensuring placement in the correct containers.
  + Cleans and sanitizes pots, pans, utensils, and other minor equipment routinely used in the kitchen following established procedures.
  + Cleans and maintains floors and walls in kitchen and dish washing area by following standard procedures.
  + Cleans and sanitizes dishes and related serviceware following established procedures.
  + Consistently adheres to SDS (Safety Data Sheet) information related to the proper and safe use of chemicals in the workplace.
  + Knowledge and proficiency to operate industrial dish washers.
  + Ensure all equipment is clean and in good working order.
  + Check all chemical levels and inventory.
  + [Wash](https://setupmyhotel.com/homepage/hotel-management-glossary/wash.html), Wipe, Sort, stack dishes, and load/unload dishwasher
  + Wash, Wipe, Sort, stack and store all cleaned items in an organised and safe manner.
  + If any breakages or chipped items found then remove them from circulation and update the breakage and inventory register.
  + Clean, sanitise and close workstations.
  + Report any maintenance or hazard issues to the chief steward / stewarding manager.
  + Assist in light food preparation as directed by manager or chef on duty.
  + The Kitchen Steward, upon demonstrated job performance excellence, will be considered for numerous growth opportunities.
  + Always Maintain a clean and safe work environment.
  + Other duties as assigned.

# EDUCATION AND TRAINING

03/18/2012 – 09/23/2014 – Lyari town, Karachi, Pakistan

**INTERMEDIATE (COMMERCE) –** Govt.Degree Science & Commerce College



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| **LANGUAGE SKILLS** |  | |
| Mother tongue(s): URDU HINDI |  |  |
| UNDERSTANDING | SPEAKING | WRITING |
| Listening Reading | Spoken production Spoken interaction |  |
| ENGLISH B1 B1 | B1 B1 | B1 |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

# COMMUNICATION AND INTERPERSONAL SKILLS

**Professional and Skills**

* + Ability to work well under pressure in a fast-peaceful environment.
  + Customer and service- oriented
  + Reliability and punctuality
  + Strong interpersonal and problem-solving abilities
  + Excellent communication skill in English and organizational skills
  + Professional experience in the kitchen area is desirable
  + Interest in a long -term cooperation.
  + Flexible and able to take on responsibilities