

ALKA SAMER



COMMIS II

Contact

+971 56 1841877

alkasamer123@gmail.com

Dubai, United Arab Emirates

Languages

English	● ● ● ●
Urdu	● ● ● ●
Hindi	● ● ● ●
Punjabi	● ● ● ●

Education

High School
Pakistan

Personal Details

Date of Birth	:	31-Oct-1987
Nationality	:	Pakistan
Gender	:	Female
Passport No	:	BK5225232
Issue Date	:	24-Nov-2021
Expiry Date	:	23-Nov-2026
Marital Status	:	Married
Vista Status	:	Employment

Computer Skills

- Ms Office
- Word
- Excel
- PowerPoint

Objective

Aspiring for a challenging job where in my qualification and acquired skills are put to best use, providing me with an opportunity to grow professionally to my full potential, also where I can share, contribute and upgrade my knowledge and experience for the development of organization served as well as self-development.

Skill Highlights

- ✓ Friendly, Creative & adaptability; Outgoing Personality.
- ✓ Strong interpersonal and communication skills.
- ✓ Able to work to light time scales.
- ✓ Always on the honest to learn new things.
- ✓ Able to work independently and under pressure.
- ✓ Excellent Team Leader

Working Experience

COMMIS II | Present 12th Dec 2021 – till date
EMIRATES FLIGHT CATERING | In Food Point
Dubai, U.A.E.

COMMIS II | 3rd June 2018 – 5th July 2020
EMIRATES FLIGHT CATERING | In Food Point
Dubai, U.A.E.

ERP | 2 months
FOOD POINT
Dubai, U.A.E.

Duties and responsibilities:

- To monitor stock movement and be responsible for ordering on your section
- To aid in achieving food cost, kitchen standard and overall objectives
- To carry out daily and weekly procedures, including temperature checks, food labeling/dating and storage
- To remove any hazards and make safe any defects in the kitchen or its equipment and report any problems to a senior chef
- To keep high standards of personal hygiene, clean uniform and overall camaraderie
- To adhere to company procedures in regards to temperature checks, food labeling and dating, cleaning schedules and hygiene regulations at all times ensuring that all records of such are maintained
- To assist with the acceptance and storage of deliveries and that all relevant company procedures are adhered to
- To be punctual for work and report directly to the manager on duty on arrival in the kitchen
- To have an understanding of menu planning, the implementation of stock controls, the importance of good stock management, and how this enables the kitchen to meet gross profit

Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.