



MOHAMMAD ASHEEF

MUSCAT OMAN

PROFESSIONAL WORKING EXPERIENCE IN MUSCAT OMAN FROM FEBRUARY-2023 TO PRESENT.

CATERING MANAGER WITH PDO CLIENT, OMAN MUSCAT. AA GROUP OF COMPANIES

MUSCAT OMAN

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India-917317896972

Moasif4143@gmail.com.

CATERING UNIT MANAGER IN ADNOC CENTRAL PROJECT, ABUDHABI.

SFC GROUP SOUTHERN CATERING COMPANY

Abu Dhabi, United Arab Emirates from FEB-2020 to FEB-2023.

CATERING SUPERVISOR OXY PDO PROJECT, MUSCAT OMAN

AL ATHNAIN CATERING COMPANY from JULY-2016 to SEP-2019.

MUSCAT OMAN.

GULF ROYAL CHINESE RESTAURANT HOUSE KEEPING SUPERVISOR JEEDAH

GULF ROYAL CHINESE RESTAURANT GRCR- DEC 2013 to

JANUARY-2016.KINGDOM OF SAUDI ARABIA.

DUTIES AND RESPONSIBILITIES

Responsible for day to day, hands-on operational control of the assigned business operation projects and operate within the given budget to achieve client / customer satisfaction and good reputation in the local market place. In coordination with the Operation Manager and Area Manager and take necessary corrective action to improve the operational performance.

Responsible for labor cost control, plan the staff requirements, staff allocation & staff control, daily briefing & training for all staff to perform their duties in conformity with health & safety requirements and get the best performance and productivity and take necessary action to manage with minimum staffing level.

Responsible for food cost control, menu planning and menu implementation to minimize the food cost and maximize the operating contribution from each contract catering unit / location and projects.

Achieved and maintain high standards of operational performance while maintaining the budgeted cost factors in each operational unit / location, project.

Conduct and implement health & safety audit at each assigned operational unit / location, project and report to the Operation Manager and Area Manager

Visit Food Services Operations and conduct surprise visits, review the operations standards, Food Services and operational standards, maintenance and upkeep of the food services units / outlets and report to Operation manager and Area Manager on actual facts / findings.

Under the guidelines and supervision of the Operation Manager, responsible for planning, coordination and mobilization of new business operation, projects and units in UAE.

Conduct extensive market research and competitor mapping activities leading to future strategies; identification of opportunities related to hospitality & allied services & thereafter their conversion into contracts.

Assist the Divisional Manager and Operational Manager in preparing proposals / costing for the new projects; actively

participate in preparation of prequalification documents, tender documentation and timely submission of tenders.

Mobilize all new business projects and units and hand hold them till everything is streamlined.

Coordinate with the Divisional Manager and finalize the Service agreements for all new businesses within 15 days from the date of LOI.

Prepare weekly progress reports on each assigned business operations and submit periodic reports as per stipulates schedule.

Coordinate with HR department and ensure that staff meets the local municipal health (food handlers) regulations and client health requirement, if any.

Coordinate with suppliers, sourcing and finding new suppliers for quality supplies at better rates, to improve food supply arrangements, obtain better credit facilities while improving the supply chain management for better results.

Oversee the stores operation, check reports, daily material receipt, issued and take preventive measures to control spoilage, pilferage and damage of the material.

Direct monthly inventory & stock control, man-day written records & timely reporting from all assigned units/ locations, projects for monthly Invoicing / billing & follow up for payments.

Ensure that company policies & standard operating procedures are implemented at all assigned business operations/unit and are observed by each and every staff. Under the guidelines of the Operation I Manager and Area Manager you shall take necessary disciplinary actions against respective culprit as per the impact of violation and threat to the business operations.

Address all communications on day to day basis and carry-out all internal & external written communication with staff / operations and with clients as per the guidelines and You shall create good team work & motivate staff by introducing various welfare programs, activities and performance-based staff incentive.

Ensuring health and safety regulations are strictly observed, recorded and archived.

Carry out and execute successfully any other duties assigned by immediate superior related to assigned business unit.

ACADEMIC QUALIFICATION

GRADUATION 2011 MAHATMA GANDHI KASHI VIDYAPITH

VARANASI

D.C.A DIPLOMA IN COMPUTER APPLICATION

Certificate in High field Level- 3 Award in HACCP for Catering (RQF)-2017

PERSONAL INFORMATION

Full Name	: MOHAMMAD ASHEEF
Nationality	: Indian
Marital Status	: Married
Date of Birth	: 02 th FEB, 1991
Language	: English, Hindi, Arabic,
Passport No.	: W7845294
Driving License	: INDIAN

DECLARATION

I do hereby declare that above information given by me is true to the best of my knowledge and belief.

MOHAMMAD ASHEEF

