



Sara Khanum SHAMEER

✉ khanumatp@gmail.com

📅 Date of birth 27/12/1997

🇮🇳 Indian

☎ +966 53 561 0825

👤 Single

Professional Summary

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Languages

Telugu

English

Hindi

Travel

India

United Arab Emirates

Social networks

📘 @Sara Khan

🌐 @Shameer Sara Khanum

📷 @Sara Khan_9597

Work experience

Store Manager

From January 2021 to January 2023

Subway Dubai International Airport Terminal-3

- Coached sales associates in product specifications, sales incentives, and selling techniques, significantly increasing customer satisfaction ratings.
- Reviewed and monitored schedules, purchases, and other expenses to maintain a quarterly budget.
- Maintained strong knowledge in handling perishable products in dairy, meat, and produce departments.
- Responsible for inventory and money control systems – may establish inventory schedules.
- Responsible for local marketing initiatives – may contact prospective customers to promote sales. Maintains business records.
- Exceptional customer service is a major component of this position.
- Completes and posts the staff work schedules.
- Recruits, rewards and terminates staff as needed.
- Communicates changes in food preparation formulas, standards, etc. to staff.
- Ensures that all local and national health and food safety codes are maintained and company safety and security policies are followed.
- Maintains business records as outlined in the Subway Operations Manual. Analyzes business records to increase sales.
- Supports local and national marketing initiatives.
- Identifies and contacts prospective customers to promote sales.

Internship in Food Safety And Management System

From April 2021 to May 2021 **Food Regulation and Compliance Center** New Delhi

- Detail study of Food safety Act 2006 and its silent futures, Scope, And New provision.
- Role of FSSAI for implementation of FSS act 2006 and FSSAI composition and function.
- Detail of all sections of Food safety Act 2006. Detail Study Of All Provisions And Amendments In Food Safety And Standards.
- Schedule 4 of food safety and standards(licensing and regulation of food businesses) regulation, 2011. practical example of submission of FSSAI License
- Amendment and provision of food safety and standards (packaging and labeling) regulation, 2011. Practical work for label design as per regulation.
- Detail study of FSMS as per FSS act 2006. Study of components of FSMS, GAP, GMP, GHP, HACCP. HACCP principle and HACCP plan.
- FSMS plan and discussing the practical implementation of FSMS plan for the food industry.

Certifications

Haccp Level-3

March 2021 **MRS Inetnation Food Consultants** Dubai, United Arab Emirates

Food Safety Supervisor Advance Level-2

May 2021 **FSSAI FOSTAC** New Delhi, India

Education

● Masters

From June 2018 to December 2020

Food Science And Technology Anantapur, Andhra Pradesh, India

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● Bachelor's

From June 2015 to April 2018

Sri Krishnadevaraya University Anantapur, Andhra Pradesh, India

8.3

Professional Skills

- Responsible for ensuring overall hygiene activities in Food preparation areas.
- Conduct internal audits to ensure compliance with local regulatory laws/international standards in Food safety.
- Evaluate the corrective actions taken for the non-conformance noted during the audits.
- Monitor and check the staff's personal hygiene conditions and working habits.
- Identify and report structural deficiencies in food operations.
- Manage and maintain an effective pest control system, Waste disposal system, and sanitation procedures.
- Manage and maintain the traceability system established, Review food complaints effectively, and Maintain Food safety documentation and records.
- Periodically review the food safety system and conduct food safety and hygiene training for the food handlers. Review and implementation of food safety skills of staff.
- Implement various food safety processes and provide updates to food safety management systems.
- Implementation of the HACCP plan and Food safety and management system plan.

Computer skills

Microsoft Power point

Microsoft Word

Microsoft Excel