

ABUBACKER SIDHIQ



Mobile :
+974 30420548

Address :
Doha – Qatar

Email address:
Chef.sidhiq@gmail.com

Achievements of Training :

- Fire and Safety training.
- Out Standing Experience(OSE)
- Hygiene Personality Training.

Computer Skills :

- MS-Office Include Outlook & Power Point,
- MS-Word, MS-Excel Applications ,
- Hardware and Networking,
- Software Trouble Shouter.
- Adobe Photoshop AND C++ Program.

Personal detail :

Date of Birth:
June 30th 1987

Marital status: Married

Nationality: India

Language:
English, Tamil, Malayalam,
Hindi, Arabic And French.

Competency Summary

APPLY FOR OFFICE ASSISTANT

Skills

Team player; eye to details and quality; Enthusiasm with strong and effective communication skills, analytical thinking, problem solving and decision making; strong ability to learn, adopt, improve new responsibilities, initiative and commitment to achieve.

SCOPE OF EXPERTISE COVERS

- PROPERTY SUPERVISOR
- DOCUMENTATION OF METERIAL
- OFFICE ASSISTANCE
- STORE KEEPER

Processional Experience

AL MANA PLAZA (Al Hamad Al Mana Property) November 2021 to Present.

Doha , Qatar

OFFICE ASSISTANCE

HOTEL ROYAL COURT April 2016 to March 2019

Madurai , Tamil nadu (India)

OFFICE ASSISTANCE & DEMI CHEF DE PARTY

GRAND BELLE VUE HOTEL October 2014 to September 2015

Dubai international city, Dubai(UAE)

DEMI CHEF

GINZA RESTAURANT AND EVALUTION SOLUTION

Serafina Restaurant, Dubai mall, Oct 2013 to August 2014

Dubai(UAE)

STORE KEEPER AND Commie 1st ITALIAN COUSIN CHEF

MELLINIUM PLAZA HOTEL

Nov 2011 to Oct 2013

Dubai – (UAE)

Commie 1st

DAMAC CATERING

GLOBAL LOGISTIC CO L.L.C.

Jan 2011 to NOV 2011

Dubai(UAE)

Commie 2nd

PROFESSIONAL SUMMARY

- Assists in Preparation and Submission of Tenders Aligned to client Costing Structure, technical and commercial requirements, within client driven deadlines.
- Ensure All Records, Documentation and activies adhere to standard procedures as required by the client

Address Permanent :
34,Allimooppan East street,
Kadayanallur - 627751
Tamil nadu – INDIA

Passport Details :

Passport no : R 3069412
Issue place : Madurai
Passport issue : 10-08-2017
Passport expire : 09-08-2027

- Log Received Invoice and Book Invoices in SAP.
- Prepares Monthly Administration and Office Expenses accruals for Accounts Departments.
- Develops and Implements document Process.
- Preparing salads and cold cuts for the buffet restaurant as well as banqueting functions
- Check and prepare the daily mizzen place for the Ala carte orders for the various restaurants Materials.
- Restaurant opening times prepare the hot and cold mizzen place set up. Ordered food properly maintain hygienic.
- Daily store requisition and maintaining stock of ingredients.
- Maintain cleanliness and hygiene in work place.

Educational Qualification

Diploma:

Hanifa Institute of Hotel Management, Kanyakumari– Tamil nadu.

HSE :

Masood Thaika Higher Secondary School- Kadayanallur

DECLARATION

I hereby declare that all the details given above are true to the best my knowledge and belief.

Sincerely,

O.T.ABUBACKER SIDHIQ