

VINCENT RODRIGUES

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Profile

Utilize my interpersonal skills and professional abilities through hands-on management and people approach, adaptability, and perceptive skills with further career orientation in such a way as to achieve growth and image of the company. Seeking challenging assignments in the field of Kitchen stewarding simultaneously attaining high caliber and skill in the relevant platform

Experience

STEWARDING SUPERVISOR | GRAND EXCELSIOR HOTEL DEIR | JANUARY 2022- PRESENT

Experience in maintaining hotel standards, policies, and procedures, Prioritizing and arranging work assignments. Expert in chemical handling properly and safely. In charge of storing food, beverage, and operational stock. Perform daily checks on the storage facilities for upkeep and hygiene. Responsible for completing requisition forms for inventory and supplies. Report low stock levels to the manager/supervisor promptly. Knowledgeable of chemical and sanitation guidelines. Excellent recruiter and trainer. Skilled in Hospitality and customer service roles. Exposure to all-purpose maintenance and safety practices. Understanding of appropriate cleaning techniques, requirements, and use of equipment. Assign duties to the staff and rotate shifts every week. Discuss with the manager catering or the executive chef, when dealing with matters concerning banquet arrangements food service

STEWARDING SUPERVISOR | ROYAL ROSE HOTEL ABUDHABI | SEPTEMBER 2016- SEPTEMBER 2021

Responsible for establishing and maintaining high sanitation standards in all food preparation areas. Responsible for the Maintenance and the cleanliness of all F&B service and Kitchen Equipment. Receive and forward all goods and deliveries in and out of the hotel to the correct point of contact/storage area. Able to follow standards for issuing and receiving stock within the store's area of operation. Monitor and take inventory regularly to compile orders based on par levels or needs. Maintain clear and organized records to ensure all reports and invoices are filed and stored properly. Responsible for ensuring sufficient operating equipment and cleaning supplies for the operation. Responsible for the administration, operation, and coordination of the Stewarding Department. To set standards in for cleaning procedures and keep in line with company policies

STEWARDING SUPERVISOR | REEM AL BAWADI RESTAURANT AND CAFE | MAY 2014-JUNE 2016

Extensive experience of supervision, training, and evaluation of stewarding staff, and stewarding activities. Solid understanding of cleaning techniques, requirements, and equipment. Profound knowledge of staff management principles and methodologies. Familiarity with basic math concepts and calculations. Proficient in using computers and handling chemicals. Outstanding ability to enforce established standards, policies, and procedures at the designated workplace, strictly. Remarkable ability to maintain security of storage room and workplace, diligently

STORE KEEPER | DAMAC CATERING COMPANY KUWAIT| 2010-2014

Responsible for storage of both food & beverage and operational stock. Responsible for the day-to-day check on the storage facilities for upkeep and hygiene. Responsible for verifying all goods arrived as per the agreed purchase, delivery note, and agreed quantity has been received. Refuse acceptance of damaged, unacceptable, or incorrect items. Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.

STEWARDSHIP SHIFT LEADER | LEE ROYAL MERIDIEN BEACH RESORT AND SPAS DUBAI | 2003-2009

Responsible for checklists and handling shift work. Arrange daily briefing for each shift. Prepare twice a week of cleaning supplies and chemical requisitions for prior approval of the chief/assistant manager and final approval of the Executive chef. To ensure that a high standard of personal Hygiene and grooming was strictly observed by all staff members. To maintain good and positive working relationships with colleagues and all other departments.

Skills & Abilities

- Banquet Functions
- Customer Service
- Safety & Sanitation Procedures
- Team Management
- Insurance Of Proper Equipment
- Chemical knowledge
- Food Handling
- Safety Regulations
- Planning Coordination
- Training & Evaluation of Staff

Certifications

- ✚ **Person-In-Charge (PIC) Certificate - #FS5357304 Valid Till 03 Mar 2027**
- ✚ **Basic Food Hygiene Training Course/Food Watch (Certificate Issued by Dubai Municipality Food Safety)**

Education

BACHELOR IN BUSINESS MANAGEMENT (BBM) | MAY 2001 | MANGALORE UNIVERSITY
TIPPU SULTAN 1ST GRADE COLLEGE MANGALORE |

Personal Profile

Date of Birth: **15/03/1979**

Nationality: **Indian**

Marital Status: **Married**

Passport: **T0794778**

Date of expiry: **23/02/2031**

Visa Status: **Residence Visa**

I hereby declare that the above particulars given are true and faithful to the best of my knowledge and belief.

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