



chef

Saeed Khan's



Nam: M. Saeed Khan **Father Name:** Noor Akbar Khan
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Adress: House no. 280/5 Str. 4 Dhoke Banaras Road Rawalpindi
working : Blue Lagoon and Army welfare (heavy F&B industry) as **Executive Chef**

WORKED EXPERINCE:				
Organization	From	T0	As a	Country & City
Blue Lagoon Complex	01-04-14	Still workg	Executive Chef	Rawalpindi
Islamabad Serena Hotel	16-04-13	25-04-14	Sous Chef	Islamabad-Pakistan
Dorint Hotel	01-09-07	01-03-13	Executive chef	Frankfurt-Germany
Taj Mahal Restaurant	01-10-00	30-09-07	Executive Chef	Wiesbaden -Germany
Shalimar Restaurant	14-08-99	03-10-00	Executive Chef	Darmsdt. Germany
2nd time American. Club	01-06-98	05-08-99	Executive Chef	Islamabad-Pakistan
ISLAMABAD CLUB Islamabad	19-11-94	19-05-98	Executive Chef	Islamabad Pakistan
British Club	08-08-94	19-05-98	Executive Chef	Islamabad-Pakistan
Aramco oil Company (Tamimi)	04-10-88	03-08-94	SR. Executive Chef	Saudi Arabia
American Club	14-08-86	01-10-88	Senior Cook	Islamabad-Pakistan
Flashmans Hotel	01-08-84	30-07-85	Trainee cook	Rawalpindi-Pak.

PROFESSIONAL QUALIFICATION / CERTIFICATES & AWARDS	
Class / Course	Institute
Matric (arts)	Rawalpindi (Private)
intermediate	Rawalpindi (Private)
Associate Degree (in Professional Culinary Arts)	Frankfurt GERMANY (Sherm's Instrument of Culinary Arts)
Hygiene and Sanitation Course	American Standers (Embassy)
Food Handling and Hygiene in the Kitchen Course	British Standers (Embassy)
Creating Corporate Culture & Value (Hotel) Course	Frankfurt Germany (Sherm's Instrument of Culinary Arts) Germany
Grilling, Smoking split Roasting and Marinating Course	Frankfurt Germany (Sherm's Instrument of Culinary Arts) Germany
Hazard Analysis Critical Control Point Certification	international haccp food safety org.
Certificate of Recognition	Serena Hotel Islamabad
Recognition of High Stander of Quality Culinary Certificate	the World Chef Board of Director (USA)
Certificate of World Chef Association	World Association of Chef Society
Deutschland Aufenthaltstitel	3, of Oct. 2007
Deutschland Aufenthaltstitel	8, of February 1999
Many Course of Skills Developing	Army Welfare Rawalpindi

POSITION SUMMARY:

- ❖ I am a highly qualified professional chef a bright, talented and self-motivated with a successful track record of 32 years experience in European, American, Thai , Chinese, South East Asian, India & Indian Mughalai, Pakistani, Greek, Turkish, Arabs, Afghans, Dutch, French and English Cuisines Strong Kitchen Administration, Menu Planning.
- ❖ Responsible for the consistent preparation of innovative and creative cuisine of the highest quality, presentation and flavor for the dining rooms, banquets and other food facilities, resulting in outstanding guest satisfaction.
- ❖ Additionally responsible for the smooth running of the kitchen and manage areas of profit, stock, wastage control, hygiene practices and training within the kitchen.

PREREQUISITES:

- Displays leadership in guest hospitality exemplifies excellent customer service and creates a positive atmosphere for guest relations.
- Having an eye for detail and creativity to look at things differently will be a key to developing the Food and Beverage Experience

RESPONSIBILITIES:

- Act as a leader, policy maker and implementer, and as a professional.
- Communicate with all employees, guests and supervisors, in a respectful, timely, and professional manner.
- Manage employee relations by ensuring staff communicates with each other and guests in an appropriate and respectful manner at all times.
- Maximize the day-to-day and long term profitability and productivity of the food production/service operations.
- Encourage employee recruitment and retention by determining employee needs and overseeing and implementing benefits, work schedules, and levels of responsibility consistent with overall Company guidelines and goals.
- Ensure that all food production employees are properly trained to work in a safe and sanitary manner.
- Ensure that food, prepared items, supplies, and equipment meet established specifications and quality standards.
- Monitor plate presentations to ensure quality, consistency and portion standards are met.
- Encourage guest retention by determining guest needs and offering or modifying menu items accordingly.
- Evaluate menu items and recipes for best customer appeal, food cost, and production efficiency.
- Develop menu additions and specials in all menu categories on a regular and on-going basis.
- Ensuring that all food production employees are properly trained to work in a safe and sanitary manner.
- Provide back-up support/coverage to all positions within food production department as needed.
- Ensure that all equipment is in serviceable condition and is being operated in a safe manner.

MY REGULAR JOB TASKS:

- Review or set pars for production of all prepared goods.
- Monitor preparation of all products to maximize usage and quality in safe and sanitary manner.
- Coordinate and/or conduct pre-shift meetings with food production staff to review menu changes, specials, and issues specific to that shift.
- Coordinate and/or conduct pre-service meetings with floor staff to review specials, menu changes, and discuss guest response to menu items.
- Inspect sanitation in all food production areas. Direct cleaning and repairs as necessary.

WEEKLY / Monthly

- Coordinate and conduct weekly safety meetings with kitchen staff.
- Meet with Kitchen Manager, and Kitchen Supervisors to review safety and sanitation, food quality, menu development, and personnel issues.
- Assist as necessary in monthly physical inventory process with Kitchen Manager.
- Meet with line staff, Kitchen Manager and Kitchen Supervisor, and Restaurant manager to review monthly sales, cost of goods, and labor cost performance.

Periodic / Critical Achievements:

- Provide direct line training for new hires and existing line staff with on-going training to ensure safe and sanitary, correct, and efficient food handling practices..
- Assist in development, coordination, and execution of menus for special events.
- All food production and storage areas to be maintained in safe and sanitary manner.
- Manage labor cost at efficient levels to meet business needs.
- Manage food costs efficiently in relation to theoretical cost and in regard to Company goals.
- Prep levels maintained to appropriate levels for each meal period.
- Maintain consistent quality, presentation, and portion size for all menu items
- Inventory of perishables and supplies at minimum level necessary to meet forecasted business levels.

Further Skills:

- ✓ Hospitality Terms
- ✓ Basic Food Preparation Terms
- ✓ Methods of Cooking
- ✓ Refrigerator and Freezer Temperature log
- ✓ Glossary of Cooking Terms
- ✓ Kitchen Hygiene
- ✓ Personal hygiene
- ✓ Personal safety
- ✓ Restaurant promotion ideas
- ✓ Prevent Cross Contamination use the chopping board

HACCP - Hazard Analysis Identify Critical Control Points

Food safety stander operating procedures SOPs

- ❖ Cleaning and Sanitizing Food Contact Surfaces (SOP)
- ❖ Controlling Time and Temperature During Preparation (SOP)
- ❖ Cooking Potentially Hazardous Foods (SOP)
- ❖ Cooling Potentially Hazardous Foods (SOP)
- ❖ Cooling Potentially Hazardous Foods (SOP)
- ❖ Date Marking Ready-to-Eat, Potentially Hazardous Foods (SOP)
- ❖ Handling a Food Recall (SOP)
- ❖ Holding Hot and Cold Potentially Hazardous Foods (SOP)
- ❖ Personal Hygiene (SOP)
- ❖ Preventing Contamination at Food Bars (SOP)
- ❖ Preventing Cross-Contamination During Storage and Preparation (SOP)
- ❖ Receiving Deliveries (SOP)
- ❖ Reheating Potentially Hazardous Foods (SOP)
- ❖ Serving Food (SOP)
- ❖ Storing and Using Poisonous or Toxic Chemicals (SOP)
- ❖ Transporting Food to Remote Sites (Satellite Kitchens) (SOP)
- ❖ Using and Calibrating Thermometers

- ❖ Using Suitable Utensils When Handling Ready-to-Eat Foods (SOP)
- ❖ Using Time Alone as a Public Health Control to Limit Bacteria Growth in (SOP)
- ❖ Potentially Hazardous Foods (SOP)
- ❖ Washing Fruits and Vegetables (SOP)
- ❖ Washing Hands (SOP)

Food Safety stander Operating procedure record keeping

- ❖ Cooking and Reheating Temperature Log (SOP)
- ❖ Cooling Temperature Log (SOP)
- ❖ Damaged or Discarded Product Log (SOP)
- ❖ Food Contact Surfaces Cleaning and Sanitizing Log (SOP)
- ❖ Production Log (SOP)
- ❖ Receiving Log (SOP)
- ❖ Refrigeration Log (SOP)
- ❖ Thermometer Calibration Log (SOP)
- ❖ Food Safety Checklist (SOP)

Developing food safety program worksheet

- ❖ Components of a Comprehensive Food Safety Program (SOP)
- ❖ Summary Table of Record Keeping (SOP)
- ❖ Summary Table for Monitoring and Verifying (SOP)
- ❖ Summary of Corrective Actions (SOP)
- ❖ Employee Food Safety Training Record (SOP)
- ❖ No-Cook Process (SOP)
- ❖ Same Day Service Process (SOP)
- ❖ Complex Food Process (SOP)

Farther Skills:

Microsoft Office. Excel, Word, Power Point, Outlook, Access and Project come , Web-Base Virtual Design: Techniques, Templates, Computer program, software installing, Menu designing. Composing.

Languages: English, German, Arabic, Urdu, and Punjabi

Health Excellent non-smoker, Running, Keeping Fit

Thank you for your consideration And I would welcome hearing from you.

Sincerely,

Saeed Khan



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