

# CV

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## **Personal Information:**

**Name:** Fazal Abbas

**Current location:** Gadoon textile mills Near Lucky cement factory Karachi

**Date of birth:** 14 August, 2003

**Marital status:** Single

**Nationality:** Pakistani

**Place of birth:** Kamber

**Mobile:** 03072934592

**Email:** fazalabbas0123321@gmail.com

## **Profile:**

**Overall management and operations of the canteen, ensuring a clean, safe, and hygienic environment for staff and visitors. Involves overseeing food preparation, quality control, staff management, and financial management.**

## **Professional background:**

- **Organization:** Gadoon Textile mills.
- **Designation:** Canteen In charge
- **Dates:** 2021-Continue.

## **Job description**

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- Plan and prepare daily menus, ensuring variety and nutritional balance.
- Oversee food preparation and ensure adherence to food safety and hygiene standards.
- Monitor food quality and freshness to maintain high standards.
- Manage inventory and food procurement to minimize wastage and control costs
- Recruit, train, and supervise canteen staff, including cooks, helpers, and cashiers
- Prepare and manage the canteen's budget, including food costs, labor expenses, and utilities
- Monitor revenue and expenses to ensure profitability
- Handle cash and reconcile accounts
- Ensure excellent customer service by providing timely and courteous service to staff and visitors
- Food quality and safety compliance

### **Professional education:**

- 2023 SALU Kahirpur ( ADS
- 2021 Government degree College Larkana (Intermediate Engineering)
- 2019 Govt: Saint Joseph High School Larkana (Matriculation).

### **Computer skills:**

MS Office (Word, PowerPoint), Internet, social media accounts (Tiktok, Facebook, Instagram,)

### **Language skills:**

<b>Language(s)</b>	<b>Speaking</b>	<b>Writing</b>	<b>Reading</b>
English, Urdu Sindhi	Excellent	Excellent	Excellent

### **Skills:**

- Attention to detail
- Adaptability to new situations
- Demonstrated leadership
- Excellent communication
- Exceptional attitude