

RAZAK IBRAHIM

OBJECTIVE

To work for a professionally managed organization with a good organizational objective & friendly environment, in a capacity that offers responsibility, challenge, job satisfaction and scope for organizational and personal, development and growth.

WORK EXPERIENCE

2024 - JAN
Till Date

GENERAL ASSISTANT (AGENCY STAFF)
JA Resort and Hotel, (Marina) Dubai UAE,

- Versatile Tasks: Can assist with a wide range of tasks from scheduling appointments to researching information.
- Efficient Support: Offers quick and efficient support to streamline daily tasks and boost productivity.
- Organizational Aid: Helps maintain organization by managing reminders, to-do lists, and calendar events.
- Information Retrieval: Retrieves relevant information swiftly through internet searches or database queries.
- Personalized Assistance: Tailors responses and actions to suit individual needs and preferences for a personalized experience.

2021 - 2023

COMMI CHEF 1 (AGENCY STAFF)
Majid Al Futtaim, Dubai UAE,

- Effective organizational skills, such as task prioritization, time management, and maintaining a clean workstation, are crucial in a fast-paced kitchen environment.
- Excellent teamwork and communication abilities are necessary for collaborating with other chefs and kitchen staff as a commis chef.
- Attention to detail, from consistency in taste and presentation to maintaining hygiene and safety standards, is a fundamental skill for a commis chef.
- Harnessing creativity and culinary knowledge to conceptualize and craft innovative and enticing new dishes that incorporate unique flavor combinations, textures, and visual presentations.
- To maximize the effectiveness of a coconut grating machine, parsley chopped machine, and robot CL machine, carefully follow the usage instructions for each respective machine

2018 - 2020

COMMIS CHEF 2
Starrbite Food and Drink, GHANA,

- Assisting in the preparation and cooking of a variety of continental cuisine dishes, including French, Italian, and Mediterranean, while ensuring high standards of taste, presentation, and quality.
- Collaborating with the kitchen team to execute recipes accurately and efficiently, while following traditional continental cooking techniques and adhering to food safety and hygiene standards.
- Preparing and portioning ingredients, including meats, seafood, vegetables, and sauces, while maintaining an organized and clean workstation.

DECLARATION

I hereby declare that all the information in this resume is true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, I shall be responsible for the same.

EDUCATION

**AKWATIA TECHNICAL
INSTITUTE**
2016 - 2018

**ASAMANKESE PRESBY JHS
(JUNIOR CERTIFICATE)**
2013 - 2015

SKILLS

- Time Management
- Attention to Detail
- Good Communication
- Organizational Efficiency
- Team Collaboration
- Adaptability Under Pressure

PERSONAL INFORMATION

- Date of Birth : 7th Sep 1996
- Nationality : GHANA
- Sex : Male
- Marital Status : Single
- Languages Known : English

PASSPORT INFORMATION

- Passport No : G3222914
- Expiry Date : 2030
- Visa Status : Employment Visa

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