

COVER LETTER

Kind Attention to Personnel Head / HR Dept.

Dear Sir / Madam,

With this letter and the attached resume, I would like to express my sincere interest in the Chef position you have available. As a highly accomplished and results-oriented chef with more than 6 years of experience directing food and beverage services for highly rated restaurants, I possess a wide range of knowledge and experience that will allow me to contribute toward the success of your establishment.

My expertise lies in successfully conceptualizing, developing, and implementing innovative menus to optimize guest satisfaction and retention while leading staff training initiatives and ensuring inventory and cost containment. Additionally, my established ability to prepare successful menus for special events positions me to make a significant contribution to your restaurant.

My proven success in managing all aspects of kitchen operations and budgets, along with my comprehensive expertise in developing and managing innovative and refined menu fare, will contribute immensely to the success of your business.

Thank you for your time and looking forward to your kind consideration.

Thank you in advance for your time and consideration.

Best Regards,

Mary Rose D. Castro
Mob.: +973 35 174 295

Curriculum Vitae

Name : Mary Rose D. Castro
Present Address : Flat 42, Bldg. 1053, Al Hoor, Manama, Bahrain.
Mobile No. : +973 35 174 295
Email Add. : maryrosecastro5@gmail.com



With valid light vehicle Bahrain driving license.

OBJECTIVE:

To be a part of the team and work the best I can be using my expertise in planning menus and creating recipes, along with exceptional ability to manage & train kitchen staff at all levels and providing benefit of deep insight into running busy kitchens, to ensure that they meet the company's standards.

PROFILE SUMMARY

Total Relevant working experience in food restaurant industries **+7 Years.**

- Head Chef : 1 Year & 6 months (Heathy Café) Bahrain
- Sous Chef : 11 months (Fine Dine in Restaurant & Healthy Café) Bahrain
- Chef de Partie / Sous Chef : 1 year & 8 months (Fine Dine in Restaurant) Bahrain
- Commis Chef : 3 years & 2 months (Fine Dine in Restaurant) Bahrain
- Demi Chef : 6 months (Fine Dine in Restaurant) Philippines.
- Administrative Crew (Pantry crew/ cook) : 6 months (Fast Food Restaurant) Philippines.

PROFESSIONAL INFORMATION

- Exceptional proven ability to kitchen management.
- Ability in dividing responsibilities and monitoring progress.
- Outstanding communication and leadership skills.
- Solid understanding of how to adjust taste and ingredients to accommodate a variety of tongues diets cultures etc.
- Possess extensive knowledge in international foods and variety of main course and salads.
- Fast in learning new dishes and new menu items. Reliable, consistent and maintain cleanliness at all times.
- Proven ability to adapt new environment.
- Ability to do multitasking.

WORKING EXPERIENCE

Current Company : Café Cantine WLL

Address : Yateem Centre, Manama, Kingdom of Bahrain.
Designation : **Head Chef**
Joined Date : October 2019 to February 2021

Core Competencies:

- Full in charge in two restaurant branches kitchen operations.
- Providing the new dishes every week based on the company nature of business.
- Recruit, hire, and train chefs, cooks, and kitchen staff.
- Inspect raw and cooked food items to guarantee that the highest quality products are prepared and served to customers.
- Direct monthly inventory.
- Make sure that all kitchen and wait staff adhere to food safety and hygiene regulations to ensure a clean and sanitary kitchen.
- Resolve issues as they arise so that customers continue to receive their orders in a timely manner.
- Assign tasks; supervise chefs and cooks in the preparation and presentation of food.
- Plan menus and set prices making adjustments as needed based on the availability of ingredients.
- Collaborate with the owner to align kitchen operations with the overarching goals of the establishment.
- Maintain control of the kitchen to ensure that all tasks are carried out efficiently and effectively.
- Maintain kitchen equipment; schedule repairs and additional maintenance as needed.
- Maintain vendor relationships.

Current Company : The Florist Daughter / Greenbeets, Hanali Group.

Address : Al Ali Mall, Seef District, Bahrain.

Designation : **Sous Chef**

Joined Date : September 2018 to July 2019

Core Competencies:

- Providing the new dishes every month.
- In charged in two restaurants under the supervision of head chef.
- Managing cost control, inventory and wastage.
- Actively involves in menu development and maintaining updated and accurate costing of all dishes prepared and sold in the Food and Beverage operation.
- Estimating costs and ensuring all purchases come within budget.
- Plan orders of equipment or ingredients according to identified shortages.
- Controlling and directing the food preparation process and any other relative activities.
- Managed the trained staff and co-ordinate daily operations of restaurant and Preparing the weekly employee schedule.
- Managed food prep and kitchen operations as team leader.
- Inspection and ensured appropriate food temperatures were constantly maintained.
- Responsible for all in-house procedures involving food purchasing, event scheduling, menus, hiring and training procedures.
- Trained and supervised kitchen personnel and supervise/coordinate all related culinary activities.
- Formulated and designed the entire menu as per the supervision of head chef.
- Managed the selection and the estimation food consumption and ensure consistent quality.
- Prepared promotional menu, precooked, marinade food in bulk for general operation.
- Ensure the health and safety standards that are maintained in the kitchen.
- Supervision of all kitchen staff. Training of kitchen staff, and distribution kitchen tasks to the employees.

- To deputies in the head Chef's absence.
- To ensure that sufficient stocks of all materials are being kept and stored under the correct conditions.
- Ensures disciplinary procedures and documentation are completed according to restaurant operational Standard and Management Policy.

Company : Prince Pride Restaurant

Address : Budaiya Hwy, Abu Saiba, Bahrain.
 Designation : **Chef de Partie / Sous Chef**
 Joined Date : November 2016 to September 2018

Core Competencies:

- To prepare, cook and serve food to the highest standard.
- To ensure the highest standards of cleanliness and maintenance, are achieved at all times in the kitchen and catering areas.
- To liaise with members of staff regarding catering requirements for staff and players, in particular requirements for away travel.
- To order food with preferred suppliers and ensure correct storage of food.
- To support other kitchen staff in their duties.
- Work according to the menu specifications by the head chef.
- Prepare the daily mis-en-place and food production in different sections of the kitchen.
- Ensure the highest standards and consistent quality in the daily preparation and keep up to date with the new products, recipes and preparation techniques.
- Instruct and lead subordinates through their daily requirements in food preparation and actively take part in set up of buffets and special functions.
- Coordinate and participate with other sections of requirements, cleanliness, wastage and cost control.
- To be fully conversant with the procedures for Fire, Security, Health and Safety and Food Safety.

Company : Elite Hospitality - Elite Resort and Spa

Address : Al Muharraq, Bahrain.
 Designation : **Commis Chef.**
 Work Duration : Sept. 2013 to Oct. 2016

Core Competencies:

- Consistently offer professional, friendly and proactive guest service while supporting fellow Colleagues.
- Prepare and service all food items for a la carte and or buffet menus according to hotel recipes and standards.
- Keep work area at all times in hygienic conditions according to the rules set by the hotel.
- Actively share ideas, opinions and suggestions in daily shift briefings.
- Maintain proper rotation of product in all chillers to minimize wastage/spoilage.
- Ensure storeroom requisitions are accurate.
- Have full knowledge of all menu items, daily features and promotions.
- Ensure the cleanliness and maintenance of all work areas, utensils, and equipment.
- Follow kitchen policies, procedures and service standards.
- Follow all safety and sanitation policies when handling food and beverage.
- Other duties as assigned.

Company : Il Ponticello Cafe Ristorante (Fine Dine in Restaurant)

Address : Valero, Manila, Metro Manila, Philippines.

Designation : **Demi Chef**

Work Duration : June 20, 2015 – November 20, 2012

Core Competencies:

- To monitor stock movement and be responsible for ordering.
- To ensure minimum kitchen wastage.
- To ensure knowledge of the product is maintained and communicated to all relevant personnel.
- To learn and record skills and recipes from other members of the department.
- To report any maintenance issues to the Head Chef immediately.
- To comply with all café policies and procedures to ensure that all statutory regulations are observed.
- To liaise with the Head Chef/Sous Chef and implement new menu/dishes/systems where applicable.
- To ensure all statutory regulations are adhered to, such as food hygiene policies.
- To be flexible and willing to help the restaurant kitchen at busy times if required.

Company : Jollibee Mall of Asia 2 (Fast Food Restaurant)

Address : Pasay, Metro Manila, Philippines.

Designation : Administrative Crew (Pantry crew/ cook)

Work Duration : September 12, 2011 - February 12, 2012

Core Competencies:

- Prepared salads, sandwiches and desserts for restaurant guests while employed as a pantry cook.
- Expedited carryout orders to guests in vehicles for curbside service, answered phones to take orders, and cashed out guests with the carryout cash register.
- Seated restaurant guests according to a floor chart and seating arrangement while working as a host, and informed guests of current restaurant specials

SEMINARS, WORKSHOP & TRAINING ATTENDED

- **Seamarj Hotel & Restaurant Management Training Centre**
Integrated training and food & beverages, Housekeeping and bartending
January 21-25, 2013
6/F Marc 2000 Tower Quirino, Malate Manila, Philippines.
- **Avida Sales Professional Integrated Recruitment Event (ASPIRE)**
3rd Floor, Training Room, 1101, Admiralty Bldg., Alabang, Zapote, Road Muntinlupa City, Philippines.
- **Cooking Demo @ Secret of the Masters QTV11 2009**
GMA Kamuning Queson City, Philippines.
- **Cooking Demo @ Unilever 2009**

EDUCATIONAL ATTAINMENT:

Tertiary : **Most Institute**
Course : Culinary Arts
S.Y. 2009

Vocational : **NC III Barista**
(Food & Beverage Service)

Secondary : **Gen. Emilio Aguinaldo Nat'l High School**
S.Y. 2003-2007

Primary : **Habay Elementary School**
S.Y. 1997 - 2003

PERSONAL CIRCUMSTANCES:

- Date of Birth 11th October 1991
- Height 5'0"
- Religion Roman Catholic
- Status Married.
- Nationality Filipino

REFERENCE PERSON:

Reference person will be provided upon request.

All the above mentioned information's are true and correct to the best of my knowledge trustful.