**ADJORLOLO PROSPER**

Dubai United Arab Emirates

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***OBJECTIVE:***

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

***EXPERIENCE:***

* **Chef Assistant in Ghalisia Café and Lounge**

**( 2nd floor Julphar Tower,Ras Al Khaimah UAE)**

 **July 16, 2018 - Present**

**Area of Responsibilities:**

* Prepares mise en place
* Prepares different types of sauces
* Prepares and cooks ala carte orders
* Assisting Chefs in line and maintain SOP (Standard Operating Procedure)

***2 Years’ experience as an operator in* Camelot Ghana (Printing press) from April 2016 – April 2018 in Accra Ghana.**

**Area of Responsibilities:**

* Setup machinery in assemblies stationary.
* Liaise with supervisor on daily basis to ensure that jobs plan for holograms are met on daily basis.
* Carry out final quality control checks to ensure that the finished products confirmed to the bank of Ghana standard.
* Recommends measures to improve production methods and quality of products.
* Ensured that all machines are in perfect working conditions at all times.
* ***2 Year experience as a Cleaning Supervisor in* City Facilities Services from Jan 2014 - Feb 2016 in Accra Ghana.**

**Area of Responsibilities:**

* The supervision of all cleaning staff focusing on their performance in terms of standards of cleanliness and their behavior whilst on duty.
* Ensuring that a first class cleaning service is delivered to all areas of the building.
* Reviewing work schedules.
* Ordering of cleaning materials.
* Monitoring of all cleaning activities.
* Ensuring all staff is aware of the Health and Safety policies and procedures.
* ***1 Year experience as a Field Engineer in* T&D Power Solutions from Jan 2013 – Dec 2013 in Accra Ghana.**

**Area of Responsibilities:**

* Installation of prepaid electrical meters.
* ***3 Year experience as an Assistant Security Office in (G4S Security Company)* American Embassy from Nov 2009 - Oct 2012 in Accra Ghana.**

**Area of Responsibilities:**

* Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
* Obtains help by sounding alarms.
* Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
* Controls traffic by directing drivers.
* Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
* Maintains environment by monitoring and setting building and equipment controls.
* Maintains organization's stability and reputation by complying with legal requirements.
* Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
* Contributes to team effort by accomplishing related results as needed.
* ***1 Year experience as a General Helper in* Ghana Airport Aviation Services from Jun 2008 - Aug 2009 in Accra Ghana.**

**Area of Responsibilities:**

* Operated a variety of hand tool.
* Load, transport and unload both import and export materials.
* Maintained working area and equipment in clean, safe and operable conditions.
* Informed supervisor of repairs that were needed in the facility.
* Performed small mechanical repairs/duties.
* ***2 Year experience as a Pinter in* COFAHS Painting and Decoration in Accra Ghana.**

***PERSONALITY TRAITS:***

* Strong analytical and logical skills.
* Excellent knowledge of business laws.
* Remarkable patience and skillful in handling the cases.
* Excellent communication skills in written and verbal both.
* Able to develop good working relationship with others quickly and easily.
* Excellent organizational and analytical skills.

***EDUCATION:***

* Higher Secondary School Certificate in (2007) from Ghana.
* Secondary School Certificate (2004) from, Ghana.
* Certificate Course from Soul food IT college from Ghana

***COMPUTER SKILLS:***

* Proficient in all operating systems.
* Familiar withMS-Office Applications like MS-Word, MS-Excel, MS-Outlook, etc...
* Internet Savvy.

***PERSONAL DETAILS:***

* Date of Birth : 03-12-1988
* Nationality : Ghana
* Passport No : G1135694
* Gender : Male
* Marital Status : Married
* Languages known : English
* Visa Status : Long Term Visit Visa
* Visa Expiry : 30-08-2018