

SURYA PARAMASIVAM

CONTACT

 Croydon, SURREY

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 suryaparamasivam005@gmail.com

SKILLS

- Food safety
- Multitasking efficiency
- Kitchen station organisation
- Communication skills
- Leadership
- Team building
- Analytical and critical thinking
- Customer focused
- MS Office Suite
- Project planning and coordination
- Gantt Chart
- Project Management

LANGUAGES

English:  C1
Advanced

Motivated and detail-oriented graduate with a strong foundation in project coordination and administrative support. Adept at assisting project teams with scheduling, documentation, and stakeholder communication to ensure smooth workflow and timely delivery. Strong organisational and multitasking skills with the ability to adapt quickly in dynamic environments. Proficient in Microsoft Office Suite and project management tools such as Gantt Chart and Asana. Eager to contribute to team success and gain hands-on experience in a structured project management environment. Equipped with foundational knowledge of project lifecycles, resource planning, and stakeholder communication. Demonstrated ability to manage multiple priorities through academic projects and internships, with a keen eye for detail and a proactive approach to problem-solving. Proficient in Microsoft Office

EXPERIENCE

October 2023 - Current

Assistant Chef *Clermont Hotel Management*, London , UK

- Maintained high levels of kitchen hygiene, including cleaning surfaces and equipment regularly.
- Maintained cleanliness and organisation of kitchen stations and storage areas.
- Operated kitchen equipment safely, including ovens, grills, and mixers, following health and safety guidelines.
- Followed all rules and regulations related to safe food handling, preparation and storage.
- Monitored temperatures in refrigerators, freezers and warming lamps.
- Monitored food temperatures during storage and cooking to comply with food safety regulations.
- Followed all health, hygiene and safety guidelines when handling food.

May 2022 - September 2023

Food Preparer *Simply Lunch*, Croydon, UK

- Monitored customer inquiries regarding allergens and dietary needs.
- Maintained food preparation areas in sanitised condition to uphold excellent hygiene standards.
- Performed all daily tasks and supported team members as required.
- Crafted food items, including sandwiches and various products, to align with customer specifications.
- Focused on mastering all required tasks swiftly to optimise performance.
- Achieved service time and quality targets.

January 2021 - December 2021

Executive Trainee Mahendra Next wealth IT India Private Limited, NAMAKKAL, INDIA

- Collaborated with team members to achieve target results.
 - Managed complaints with calm, clear communication and problem-solving.
 - Achieved service time and quality targets.
 - Secured data by following confidentiality procedures.
 - Pioneered the use of machine learning algorithms to automate and improve the process of language **data annotation**.
 - Streamlined invoice verification process, reducing processing time and improving efficiency.
 - Authenticated clients' identity and signatures to prevent fraud and uphold legal standards.
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EDUCATION

2023

Master of Science PROJECT MANAGEMENT

BPP UNIVERSITY, LONDON

- MSc Management with Project Management Graduate
- Dissertation in Business Project, Project Management Essentials, Professional Development Planning
- Academic Achievement Award

2020

Bachelor of Engineering COMPUTER SCIENCE AND ENGINEERING

PSG INSTITUTE OF TECHNOLOGY AND APPLIED RESEARCH, COIMBATORE, INDIA

- Dissertation in: Water Dissolved Solids, Mineral Monitor, and Predictor for Smart Cities
- Participate in Hackathon Coding Challenge

2017

Diploma of Higher Education COMPUTER SCIENCE ENGINEERING

MUTHAYAMMAL POLYTECHNIC COLLEGE, NAMAKKAL, INDIA