AMADI RUTH CHIMENUM

Lagos State, Nigeria
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PROFESSIONAL SUMMARY

Hardworking, reliable and detail-oriented Biology graduate with practical experience in food preparation, food handling, packaging, kitchen hygiene and service support. Experienced in preparing food for groups during NYSC activities and currently running a small chin-chin food business, with hands-on responsibility for food preparation, cleanliness, measuring ingredients, packaging, stock management and quality control. Able to work effectively in fast-paced environments, follow hygiene and safety procedures, meet deadlines and work well as part of a team. Seeking to contribute these skills as a Catering Assistant with Enugu Air.

KEY COMPETENCIES

- Food Preparation & Handling
- Basic Cooking & Meal Preparation
- Food Hygiene & Safety
- Kitchen Cleanliness
- Food Packaging & Labelling
- Inventory & Stock Checks
- Teamwork & Communication
- Time Management
- Food Packaging & Labelling
- Inventory & Stock Checks
- Teamwork & Communication
- Time Management

PROFESSIONAL EXPERIENCE

INTERNATIONAL ASSOCIATION OF WORLD PEACE ADVOCATES (IAWPA) August 2025– September 2026
Office Assistant
Duties & Responsibilities

- Provide administrative and general support to ensure smooth day-to-day operations.
- Assist with scheduling, coordination and organizational activities while maintaining accurate records.
- Work with staff and external contacts professionally and reliably in a team environment.

National Youth Service Corps (NYSC) – Food Preparation Support, AKURE JULY - 2025
Duties & Responsibilities

- Assisted with preparing meals and refreshments for a large number of people during NYSC activities.
- Helped maintain cleanliness in kitchen and food preparation areas.
- Worked with other team members to ensure meals were properly prepared and delivered on time.
- Followed appropriate hygiene practices while handling and preparing food.
- Supported an organized and efficient food preparation process in a team environment.

EDUCATION

Bachelor of Science (B.Sc.) in Biology 2023
Ignatius Ajuru University of Education, Rivers State, Nigeria

PROFESSIONAL TRAINING & CERTIFICATIONS

Health, Safety & Environment (HSE) – HSE 1, 2 & 3 September 2026
National Youth Service Corps (NYSC) August 2025

CORE SKILLS

- Reliable and hardworking
- Good communication
- Team player
- Attention to hygiene and cleanliness
- Willingness to learn
- Ability to follow procedures
- Ability to work under pressure
- Good time management