

BIBLIOGRAPHY

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APPENDIX

Appendix 1. Internship Appraisal Form

Internship Appraisal Form			AKADEMI KULINER & PATISERI OTTIMMO [®] INTERNASIONAL CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS
INTERNSHIP			
PLACE: <u>TAT EXOTICA RESORT & SPA</u>			
First Name <u>FAIRIDA SOULSAN ASSEGAF</u> Last Name <u>ASSEGAF</u>			
Review Period/s : ☒ Monthly ☐ Quarterly ☐ Bi-annually ☐ Annually Date Joining			
: <u>10.12.2024</u>			
Intern's Position : <u>TRAINEE</u> Department : <u>PRODUCTION : GAIDE MANAGER</u>			
REVIEW DATE : <u>30.06.2025</u> Direct Supervisor : <u>ADILA PRASANNA</u> x			
GRADING FACTORS			
1. ORGANIZATIONAL & COMMUNICATION			
Staffs Relations			
Consistently demonstrates: attentiveness, courtesy and efficient service to other staff. Creates friendly environment.			3.5
Team Player			
Cooperates and works well with others. Enthusiastic, portrays s positive manner and Works toward the Company's goal/s.			3.5
Follow -Through			
Sees tasks through completion. Finishes work so that next shift is prepared.			3
2. CUSTOMERS INTERACTIONS			
Customer Relations (*if any)			
Consistently demonstrates: attentive, courtesy and efficient service to customers. Treat customers with Considerations and Respects			3

3. PERSONAL PRESENTATIONS

Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

3.5

Maintains hair and facial hair (*if any) per proper F&B industrial standards

Uniforms

Always wear the proper and designated uniform.

3.5

4. ON THE JOB & KNOWLEDGE

Dependability

Can be counted upon to do what is expected and required

3

Follow instructions and completes work on time with minimum supervision

Work Quality

Work performed according to Chef's standard and on-site work requirements

3.5

All job descriptions specification are met. Consistency in work. All recipes are followed

Work Quantity

Complete the expected amount of work in relation to Company's standards

3.5

Grading Guidelines.

Using the 4 point scale below, fill up the following table:

- 4 – Exceeds expectations
- 3.5 – Somewhat Exceeds Expectations
- 3 – Meets expectations
- 2.5 – Somewhat meets expectations
- 2 – Less than expectations
- 1.5 – Somewhat less than expectations
- 1 – Inadequately short of expectations

Discussions/Notes;

Fatimah Sauser has demonstrated enthusiasm and strong willingness to learn during her internship in Garde Manger. She follows instructions well. Maintain consistency in food production and upholds hygiene and organizational standards. Her positive attitude and ability to work under pressure make her a valuable team member. With continued practice, she has the potential to develop into a skilled professional.

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____

RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

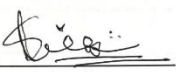
1. _____
2. _____
3. _____
4. _____
5. _____

III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp:  Dated 30:05:2025

The Intern

Signature:  Dated 30 / 05 / 2025

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____ Dated _____
Dept. Head Student Affairs

Appendix 2. Internship Certificate of Completion

CERTIFICATE OF EXCELLENCE

TAJ
EXOTICA RESORT & SPA
THE PALM, DUBAI

This certificate is proudly presented to

Fatimah Susan
from Ottimmo International

in recognition of successfully completing her internship
in the Food production department.

The duration of her training was from December 10, 2024 to May 25, 2025


SWATI TANDON
DIRECTOR OF L&D


NAYAN SETH
GENERAL MANAGER

IHCL

Appendix 3. Correction List



Student Name : Fatimah Sausan
Student Number : 2274130010072
Exam Day & Date : Selasa, 1 September 2025
Lecture : Windi Habsari, S.T., M.Sc
(19960830 2303 019)

No	Correction List	Page	Approval
			

Acknowledge,
Advisor



Windi Habsari, S.T., M.Sc)
19960830 2303 019



Student Name : Fatimah Sausan
Student Number : 2274130010072
Exam Day & Date : Senin, 1 September 2025
Lecture : Elma Sulistiya, S.TP., M.Sc.
(19970916 2302 087)

No	Correction List	Page	Approval
	Lihat pada laporan		zk.

Acknowledge,
Advisor

W. J. F.

Windi Habsari, S.T., M.Sc)
19960830 2303 019



Student Name : Fatimah Sausan
Student Number : 2274130010072
Exam Day & Date : Senin, 1 September 2025
Lecture : Ryan Yeremia Iskandar, S.S
(19821218 1601 023)

No	Correction List	Page	Approval
	<i>lihat note</i>		

Acknowledge,
Advisor



Windi Habsari, S.T., M.Sc)
19960830 2303 019

Appendix 4. Consultation Form



Akademi Kuliner & Patiseri
OTTIMMO
INTERNASIONAL
CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

Name : Fatihah Savsan

Student Number : 22.7412000100.72

Advisor : Windi Habsari, S.T., M.Sc

No	Date	Topic Consultation	Name/ Signature
1	10/06/25	Chapter 1	<i>Cef</i>
2	11/06/25	Chapter 2	<i>Cef</i>
3	23/06/25	Activity Diagram	<i>Cef</i>
4	03/08/25	Chapter 3	<i>Cef</i>
5	14/08/25	Description in every figure	<i>Cef</i>
6	16/08/25	Format table and conclusion	<i>Cef</i>

No	Date	Topic Consultation	Name/ Signature
7	19/08/25	Chapter 4 and revision in citation	<i>Cef</i>
8	19/08/25	Abstract	<i>Cef</i>
9	20/08/25	Bibliograph & Keywords	<i>Cef</i>

Appendix 5. Garde Manger Food Production Kitchen Team



RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITES

Name : Fatimah Sausan

Study Program : D3

Placement of Industrial Training : Taj Exotica Resort & Spa The Palm

Field of Work : Garde Manger Food Production (Dec-May)

Activity Notes : Month I/II/III/IV/V/VI

Week	Description of activities
I (10 th – 12 th December)	On the first and second day of orientation, we were introduced to the hotel and how it operates. We learned about its history, the layout of the building, and where important areas like guest rooms and restaurants are located. We also received training on how to interact politely and professionally with guests to meet the hotel's service standards. On the last day of our orientation, we were required to visit a medical clinic to complete a health checkup, which was a necessary step for processing our residency visas. Once everyone had completed their medical assessments, we were taken on an organized tour around the city of Dubai.
II (13 th – 19 th December)	– Garnishing canapes and sandwiches – Setting up hi-tea and cocktail hour buffet – Cutting vegetables for salads – Helping with salad mise en place for tomorrow
III (20 th – 26 th December)	– Garnishing canapés and sandwiches for daily hi-tea and cocktail hour – Prepare salads for Palm Kitchen Dinner Buffet – Mise en place for next day service – Assisting in Christmas dinner from set up to service
IV (27 th December – 2 nd January)	– Daily canapé and sandwich garnishing – Special fruit basket arrangements for New Year guests – Salad preparation for New Year Dinner Buffet – Assist in closing and post-event cleanup

V (3 rd – 9 th January)	– Canapés and sandwiches for hi-tea and cocktail service – Fruit baskets for VIP amenities – Salad station preparation for dinner buffet – Mise en place for salad dressings and garnishes
VI (10 th – 17 th January)	– Daily canapé production and sandwich preparation – Arrange amenities fruit baskets – Salad preparation for Palm Kitchen Buffet – Assist with coffee break setup for event
VII (18 th – 24 th January)	– Daily canapé and sandwich preparation – Fruit baskets for long-stay guests – Salad preparation for themed buffet night – Assist in coffee break snack setup
VIII (25 th – 31 st January)	– Canapés for cocktail events – Sandwiches for hi-tea – Salad preparation for Palm Kitchen – Special fruit basket orders
IX (1 st – 7 th February)	– Canapés for cocktail events – Sandwiches for hi-tea – Salad preparation for Palm Kitchen – Making croutons for ceasar salad
X (8 th – 14 th February)	– Canapés for Valentine’s Day cocktail – Sandwiches for hi-tea service – Special Valentine-themed fruit baskets – Salad preparation for dinner buffet
XI (15 th – 21 st February)	– Daily canapé and sandwich preparation – Salad station mise en place – Fruit baskets for VIP guests – Assist with coffee break for meeting group
XII (22 nd – 28 th February)	– Canapés for cocktail hour – Sandwich preparation for hi-tea – Salad preparation for Palm Kitchen Buffet – Fruit basket arrangements
XIII (1 st – 7 th March)	– Daily canapé and sandwich production – Salad dressing and garnish mise en place – Fruit baskets for amenities – Assist in Easter menu planning

XIV (8 th – 14 th March)	– Canapés and sandwiches for hi-tea – Salad preparation for Palm Kitchen Buffet – Fruit baskets for amenities – Ramadan Iftar mise en place begins
XV (15 th – 21 st March)	– Daily canapé preparation – Sandwiches for hi-tea – Fruit baskets for VIPs – Special Ramadan Iftar salad setup
XVI (22 nd – 28 th March)	– Canapés for cocktail hour – Sandwiches for hi-tea – Salad preparation for Ramadan Buffet – Fruit baskets for iftar amenities
XVII (29 th March – 4 th April)	– Daily canapé and sandwich preparation – Salad for Eid al-Fitr Buffet – Fruit baskets for Eid guests – Assist with Eid celebration setup
XVIII (5 th – 11 th April)	– Canapés for cocktail service – Sandwiches for hi-tea – Salad preparation – Fruit baskets for amenities
XIX (12 th – 18 th April)	– Daily canapé and sandwich production – Salad dressing and garnish preparation – Fruit baskets for VIPs
XX (19 th – 25 th April)	– Canapés and sandwiches for daily service – Salad preparation – Assist with special event coffee break
XXI (26 th April – 1 st May)	– Daily canapé and sandwich preparation – Salad mise en place – Fruit baskets for amenities
XXII (2 nd – 8 th May)	– Canapés for cocktail hour – Sandwiches for hi-tea – In charge for breakfast closing in VIP lounge – Fruit baskets for guests
XXIII (9 th – 15 th May)	– Canapés for cocktail hour – Sandwich preparation for hi-tea – Salad preparation for Palm Kitchen Buffet – Refilling and closing breakfast buffet in VIP lounge

XXIV (16 th – 19 th May)	– Canapés for cocktail service – Sandwiches for hi-tea – helping in preparation for a wedding event – On the 19th : visiting 3 outlets' kitchen (The Coast, Roaring Rabbit, Palm Kitchen). Learning about the menu, observing the kitchen flow, and assisting in food making.
XXV (20 th – 25 th May)	– Clearing pending day offs