 [SAJEEVAN.267600@2freemail.com](mailto:SAJEEVAN.267600@2freemail.com)

SAJEEVAN

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|  | **Objective:-**  To provide an effective system of control this protects the financial structure of the undertaking through the methodical, systematic checking of day-to-day business transactions and at the same time provides a source of information to management.  To obtain a challenging leading position in the hospitality industry.  The position should offer development and Recognition in exchange of dedication, maximum efforts and best performance utilizing my knowledge and experience.  Experience: - |
|  | * Presently working as F&B Cost Controller in Grand Excelsior Hotel Dubai from July 2013 * Worked as Cost Controller in Karama Hotel Dubai Since 2009 September to July 2013. * Worked as Barman in Karama Hotel Dubai from October 2005 to 2009 August. * Worked as Store Keeper and Receiving Clerk in Hotel Cochin Tower (1997-2001). * Worked as Barman in Volga Regency Cochin (2001- 2005)   ‘Prologic, IDS System and MS Office.  **Key skills & attitude:-**  Strong communication skills. Efficient multi taker. Keen to learn, goal oriented/ self motivated/ accountable.  Committed to be self-development interested infield & place.  Looking forward to work in the field of F&B control in hotel Industry.  **KEY RESULT AREAS:** Inventories, Hotel F&B Costing and F&B Outlet P&L, Purchasing Coordinator **Duties and Responsibilities:-** To establish and administer sound food and beverage cost control systems and procedures within his assigned hotel to ensure that food and beverage profits are maximized, consistent with high standards of quality and service.  To take initiative to see that food and beverage control procedures are adhered to and where necessary enlist the assistance of the Hotel Controller and/or General Manager to ensure compliances.   * Reconciliation of food cost, beverage cost and other Income cost. * Reconciliation of General and Engineering Store. * FF&E Purchase Reconciliations * Inventory Turnover Report. * Room Amenities Consumption Summary. * F&B Outlet P&L MTD and YTD * Beer & Wine Sale Analysis * Beverage Inventory Variance Report * Operating Equipment Inventory * Room FF&E Inventory * Linen Inventory * Prepare monthly F&B cost reports for the Ex-Com/HODs analyzing food & beverage costs. * To check prices on daily quotation sheets. * Monthly check slow moving items prepare report for management and take action. * Supervise menu costing for all Outlets and items to be added in POS System. * To conduct market surveys together with Purchasing and Executive Chef. * To reconcile total food purchases with receiving clerk's receiving reports for the month. * To perform periodic butchery tests (yield) * On periodic basis review standard recipes for proper costing. * Provide ongoing training to receiving and cost control associates. * Conduct spot checks on all hotel outlets and report any discrepancies. * To randomly check the posting of officers (EMC Summary), Entertainment and Void reports. * To check daily receiving Report (GRN) * Analyze outlet food and beverage cost Month end.   **Personal Details:-**  Date of Birth : 15-02-1975  Marital Status : Married  Education : Bachelor of Commerce (Calicut University)  Nationality : Indian  Languages Known : English, Hindi, and Malayalam |