MANOHAR

MANOHAR.273917@2freemail.com

PROFILE

**A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encouragement and permitted to be an active participant as well as vital contribution on development of the company.**

Personal Details

**Nationality : Nepal**

**Date of Birth : 05/06/1990**

**Gender : Male**

**Marital Status : Single**

**Religion : Hindu**

**Language Known: English, Hindi and Nepali**

**Educational qualification**

**1. +2 completed**

**2. Computer Skills (MS WORD, MS EXCEL, POWER POINT, CAFM)**

**3. Completed Level 3 Award in Food Safety, Dubai**

**4. Demonstrating outstanding commitment pulse Award Certificate by SERCO**

**5. Certificate of IOSH managing safely from WSP (Parsons Brinkerhoff) in 2016**

**6. Certificate of operationalexcellence and good response to the customerin 2016.**

WORK EXPERIENCE

**Apollo Hospital (DIETRY KITCHEN) 2008 — 2010**

**ODER TAKER**

Job Responsibility

**1. Perform tasks as per instructions from the immediate supervisor and as per duty schedule.**

**2• Directly involved in the order taking and order placing process while dealing with guest requests and orders, courteously, efficiently and promptly.**

**3•Know all menus and ongoing promotions in the outlet by heart and gives recommendations to guests upon request.**

**4• Ensure proper appearance and grooming while on duty.**

**5• Answer the Room Service telephones, if and when required.**

**6• Make himself / herself familiar with all relevant issues concerning the Room Service.**

**7• Report cleanliness and maintenance issues to the immediate supervisor.**

**8• Attend regular training session in line with the departmental SOP’s i.e. guest care, product knowledge, grooming standards, telephone manners etc.**

**9• Flexible to work in other areas when required by the immediate supervisor.**

**10• Familiar with the company’s internal policies and safety procedures and carries out other related tasks entrusted by the Room Service Manager from time to time.**

**TRAINING**

**1. First Aid.**

**2. Health and Safety.**

**3. Food and hygiene.**

**4. Fire safety.**

**5. IOSH (Managing Safely).**

**6. CAFM.**

**7. Airside Awarenesstraining.**

Worked as a Steward Team leader from First Security Group, Dubai under Serco Melabs contract in Australian Air defense force (2011 to 2015).

Directly Hire from the Serco for dedicated and a hard work employee in 2015.

**Steward Team leader (2015 to till Date).**

**1.High performing in a team organization.**

**2.Supervise efficient up keep of tools through proper usage of equipment and devices**

**3. Analyze maintenance work requirements and prepare plans resolve maintenance work request related issues.**

**4.Monitor and ensure optimal cleanliness, sanitation for all growth oriented organizational projects.**

**5 .Assist service staff members to work properly and safelyand provide TBT Training for SSOW.**

**6.Facilitate procedures in systematic way and ensure compliance to all regulations and standards of department.**

**7. Prepare documents and maintain adherence to departmental standards.**

**Achievements**

**1. Employee of the month of February 2014 for my sincere dedication in safety and hazards in our work place**

**2 .Certificate of Appreciation from Apollo Hospital India Pvt. Ltd. in 2010**

**3.Pulse Award Certificate for Demonstrating Outstanding Commitment in 2011 from Serco.**

**4. Certificate of Commendation in 2012 from Serco, in Dubai, UAE.**

**5. Certificate of IOSH managing safely from WSP (Parsons Brinkerhoff) in 2016.**

**6. Certificate of operational excellence and good response to the customer in 2016.**