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Mr. Dandos Alexandru Sebastian

Job Objective:

United Arab Emirates

Accommodation: To be provided by employer

Employer profile: Hotel , Restaurant

Position: Restaurant / Bar Supervisor / Asst.Manager

# Personal Data:

# Nationality: Romanian

Date of Birth : 08/09/1988

English level: Advanced

Education:

Servprinvest S.R.L Security Guard Certificate 2007 Medias

Mediensis College Profesional School 2003 – 2006 Medias / Romania

# Employment History

 **09.10.14-Present T.V. Mai Tai Lounge Rest./Bar Supervisor Dubai**

Set objectives and targets for beverage unit/bar
Determine staff needs and recruit staff
Performance manage staff and train and coach staff
Delegate duties and tasks to staff to meet objectives and maximize resources
Set and monitor quality and service standards for staff
Communicate company policy, standards and procedures to staff
Ensure staff operate within company policies
Organize and adjust staff rotas and schedules
Oversee the preparation and presentation of beverages to meet set standards
Resolve customer complaints promptly
Monitor cleanliness and hygiene of bar area
Oversee accurate cash-up procedures and ensure necessary paperwork is complete
Monitor and order supplies
Liaise with suppliers and sales representatives Confirm that procurement of supplies is on the best possible terms
Make certain all deliveries are checked in correctly and documentation is correct
Check stock is correctly rotated and stored to reduce wastage
Set, monitor and control budget for the beverage unit/bar
Plan and implement cost control measures
Plan and implement systems to maximize sales and revenue
Organize promotional activities
Generate and present financial reports
Implement improvements for products and service
Maintain regular communication with staff and management through meetings and discussions

Stay current with relevant legislation regarding service of alcohol, sale of tobacco and licensing

**22.04.14-31.08.14 Aquis Sandy Beach Hotel A La Carte Supervisor Corfu**

Scheduled and trained employees and ensured proper coverage.

Checked restaurant on daily basis to ensure cleanliness, high quality food and food presentation.

To inform about daily events, conducted pre-shift meetings of employees.

Supervised check or credit policies and procedures and cash handling.

Regularly greeted customers, took reservations, served food and beverages and maintained the reservation book if necessary.

Made sure that side work duties were complete and tables were properly set before, during and after opening hours.

Responsible for performing other related duties as assigned.

 **17.04.13-01.11.13 Aquis Sandy Beach Hotel A La Carte Head- Waiter Corfu**

Check patrons' identification in order to ensure that they meet minimum age requirements for consumption of alcoholic beverages.

Collect payments from customers.

Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.

Take orders from patrons for food or beverages.

Check with customers to ensure that they are enjoying their meals and take action to correct any problems.

 **25.04.12-15.01.13 Japengo Café (Pre-Opening) Restaurant Supervisor Dubai**

Delegating work duties to individual staff members.

Deputising in the absence of the management team.

Approving time records and requests for time off.

Identifying and evaluating employee training requirements.

Carrying out staff appraisals, managing performance and disciplining staff.

Developing, managing and implementing promotions in order to drive sales.

Writing reports for senior management and delivering presentations.

**First Name of Application CV No:** **1668978**

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