 Curriculum Vitae`

**PRABIR**

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**SYNOPSIS**

To work in a reputed organization that provides growth and an opportunity to enhance technical skill acquired and gain additional knowledge in a learning environment.

**Presently working as a Barterder at Texax de Brazil, Mall of Emirate, Dubai, UAE from 1st October 2015 to till date**

## INDUSTRIAL EXPOSURE

**Worked as Food and beverage Executive (Alila Diwa Goa) from 01/02/2014 to 11/09/2015**

* Attending morning meeting with Food and beverage manger
* Updating menu
* Control food and beverage cost
* Upgrading the menu
* Invented new cocktail
* Training for staff
* Overall bar inventory and yearly order for the beverages
* Coordinate with the sales team for the big banquet event

 **Worked as a Team Leader In Bar( At The Leela , Goa) from 09/04/12 to 31/01/14**

* Taking the briefing of staff
* Making duty roaster
* Handling guest complain
* Attending outlet morning meeting in the absence of outlet manager
* Taking care of Bar inventory
* Making beer sales report and sending it to respective brewery

**Worked As A AssociateJamavar( Indian Specialty Restaurant) and the café(At The Leela, Goa from 01/10/2010 to 15/09/11**

**Job Responsibilities & Duties**

* Learning the SOP of the Restaurant
* Taking order and serving as per the SOP
* Right settlement of cheque
* Taking care of CGS Inventory and linen
* Attending pre & post briefing of operation

**Worked As A Associate in Susegado( SeafoodBeach Side Restaurant) from 16/09/11 to 08/09/12**

**Job Responsibilities & Duties**

* Attending pre & post briefing of operation
* Taking care of Beach bar
* Accounting for all sales/settlements of checks in the outlet Maintaining daily sales log book.
* Successfully handling store requisitioning, bar inventories, maintenance and up keep of operating equipments
* **09/04/12 got promoted asTeam Leader**
* **G.S.A (Guest Service Associate) La Terrazza (Coffee Shop), Sol Bar(Poolside Bar) at The Retreat by Zuri, Varca, Goa (formerly Country Inn & Suitesby Carlson) from 16/08/08 to 17/06/2010.**

**Job Responsibilities & Duties**

* Having a full working knowledge and capability to handle and demonstrate all duties and tasks assigned in accordance to the SOP and rules & regulations of the hotel
* Strictly adhering to established operating expenses and effective cost controlling in terms of daily requisitioning through Prolific.
* Accounting for all sales/settlements of checks in the outlet.Maintaining daily sales log book.
* Thorough understanding of all food & beverage items in the menu and ability to recommend F&B combinations and up sell alternatives.
* Attending daily pre-shift briefings with all employees on preparation, service and menu knowledge.
* **GSA (Guest service Associate) Banquets atThe Retreat by Zuri, Varca, Goa (formerly Country Inn & Suites by Carlson) from 16/08/2008 to 17/06/2010**

**Job Responsibilities & Duties**

* Executing setups in advance as per the Action Plan and Function Prospectus for social and corporate functions.
* Successfully handling store requisitioning, bar inventories, maintenance and up keep of operating equipments
* **Guest Service Assistant Sol Bar (Poolside Bar) atThe Retreat by Zuri, Varca, Goa (formerly Country Inn & Suites by Carlson) from 16/08/08 to 17/06/2010**

**Job Responsibilities & Duties**

* Opening and Closing of the Bar, maintenance of Barequipments and Beverage inventories.
* Ensuring timely delivery of guest orders and obtaining guest comments and feedbacks.

**PROJECT & TRAININGS**

Underwent 6 months Industrial Training from ITC Hotel Rama International, Aurrangabad

**PROFESSIONAL QUALIFICATION**

* 3 YrsB.Sc in Hotel Management, Travel and Tourism from Annamalai University with 60%
* 3Yrs. Diploma in Hotel Management Catering Technology & Applied Nutrition from The Meridian School Of Hotel Management, Kolkatawith 63%
* Got Advanced Diploma From City & Guilds, UK

**ACADEMIC QUALIFICATION**

* Passed out 10+2 with 58.5% aggregate
* Passed out +10 with 66.5% aggregate

**PERSONAL INFORMATION**

Nationality : Indian

Languages Known: English, Hindi & Bengali

Hobbies : Playing Cricket and Carom.

Height :05Ft 04Inch

Weight :54Kg

**Declaration**

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.

**(Prabir)**