 Sanjay

[Sanjay.341123@2freemail.com](mailto:Sanjay.341123@2freemail.com)

Dear Sir/Madam,

Greeting for the Day…!!!  
  
In response to your posting for**Restaurant Manager/Supervisor ,** I am enclosing my CV for your review. Given my extensive and proven track record of performance and experience in the catering and hospitality industry, I would like to be considered for the position.  
  
I feel that your company is ideally suited to benefit from my knowledge of the catering industry and my long history of managing successful and profitable restaurants.  
  
My capabilities are listed in my enclosed resume. However what my CV will not reveal are the commitment and drive I will bring to your business, qualities which are vital to any well-run business.  
  
I look forward to taking an opportunity to talk with you further about my application. Please do not hesitate to contact me to arrange an interview or if you have any further inquiries.  
   
I thank you for your time.  
  
Yours sincerely



**Objectives**

To be professionally associated with an esteemed organization with anobjective to utilize my education and experience more meaningfully and work towards achieving the goals of the organization.

**CAREER PROFILE**:

**worked for hotel as assistant**

**manager(since 1stnovember 2014-31stoctober2016)**

**DUTIES AND RESPONSIBILITIES**:

* To ensure that the monthly forecasted food and beverage revenue figures are achieved for the outlet.
* To strictly adhere to the established operating expenses and that all costs are controlled for the outlet.
* To ensure that the outlet is managed efficiently according to the established concept statements.
* To ensure that all operating standards are adhered to in order to achieve the level of service established in the Departmental Operations Manual.
* To assign responsibilities to subordinates and to check their performance periodically.
* To assist and coach in the operation and be visible during peak times.
* To establish and strictly adhere to the par stocks for all operating equipment and supplies, to ensure that the outlet is adequately equipped.
* To conduct and assist Stewarding Manager in monthly inventory checks on all operating equipment and supplies for the outlet.
* To control the requisitioning, storage and careful use of all operating equipment and supplies for the outlet.
* To liaise with the Kitchen and Beverage department on daily operation and quality.
* To handle all guest complaints, requests and enquiries on food, beverage and service.
* To establish a rapport with guests maintaining good customer relationship and assisting to update guest history.

**worked for DUBAI MARINE BEACH RESORT & SPA as assistant**

**manager(since 1stjuly2007-1stseptember 2013)**

**DUTIES AND RESPONSIBILITIES**:

* To ensure that the outlet cashiering procedures is strictly adhered to.
* To ensure that a supervisor or Assistant Outlet Manager is always visible and available on duty during service time in the outlet.
* To identify in conjunction with the Director of Food and Beverage / Assistant Director of Food & Beverage / Assistant Food and Beverage Manager, market needs and trends.
* To assist the Executive Chef in developing menu "specials", buffet themes, a la carte, pool bar snacks and to prepare recipes and specifications for the outlet where applicable.
* To plan and implement an effective sales plan and promotional activities for the outlets.
* To plan the outlet weekly roster and work schedules to ensure that the outlet is adequately manned to handle the level of business and submit a copy to the Human Resources Department and Food and Beverage office.
* To conduct and assist Stewarding Manager in monthly inventory checks on all operating equipment and supplies for the outlet.
* To control the requisitioning, storage and careful use of all operating equipment and supplies for the outlet.
* To conduct ambassador performance appraisals as required.
* To carry out any other reasonable duties as assigned by the Assistant Food and Beverage Manager/Director and the Director of Food and Beverage.

**central Park Hotel**

Bund Garden Pune, India.

Restaurant Senior Captain

15th December 2003 – 25th September 2006

**DUTIES AND RESPONSIBILITIES:**

* Telephone Handling.
* Preparing Duty Roaster
* Handling Micros.
* Taking the feed back from Guest
* Preparing the Breakage Report, Inventory
* Handling the Events booking in Banquet

**Hotel TAJ Blue DiAmond**

Pune, India.

Coffee Shop Captain:

15th August 1997 – 1st December 2003

**DUTIES AND RESPONSIBILITIES**:

* Telephone Handling
* Preparing Duty Roaster
* Handling Micros.
* Taking the feed back from Guest
* Reporting to the Manager for Daily Briefing

**Personal Details**.

* Date of Birth :- 20th June 1974
* Sex :- Male
* Marital Status :- Married
* Languages Known:- English, Hindi
* Visa Status :- Visit visa

**Educational attainment:**

* Passed Higher Secondary School Certificate. (HSC)
* Diploma in Hotel Management Pune(May 1997)

**Training/Achievements**

* Certified in TSI Quality Service Person-In-Charge Award.(Dubai) Valid till 30th January 2017.