CURRICULUM VITAE

**TARUN**

**TARUN.361782@2freemail.com**

# Career Objective

To work in a competitive and a challenging environment and to contribute the best of my ability and knowledge towards the growth and development of a progressive company by utilizing my entire personal and academic skills to pursue a challenging and rewarding career.

# ACADEmic Qualification



* 10th Passed from CBSE Board, Delhi in 2007 with 71% marks
* 12th Passed from CBSE Board, Delhi in 2009 with 69% marks
* PASSED B. Sc (HHA) from IHM Meerut NCHMCT in 2012 with 63.4%
* Human resources management, Tour and Travel management And English communication an course from IGNOU

##### **Professional Qualification**

* Proficient in Microsoft Word, PowerPoint and Excel.
* Basic internet knowledge.
* Micros , opera

##### **EXPERIENCE**

# Image result for gulf hotel bahrain LOGO

**RESTAURANT SUPERVISOR [ current employee]**

***JOBS AND RESPONSIBLITIES***

* Created restaurant procedures for manuals and training
* Maintained administrative functions - inventory, employee attendance and counseling,
* Is successful in attaining budget expectations; sales exceeded projected budget by 5%
* Brought new items into the outlets in order to increase sales

Resolve Initiated and motivated sales department to include gratuity for group business

* Successful in reaching the department's goal for quality of service score from a 76.5% to a score of 79.8%
* Organized and responsible for weekly Manager's Reception
* Implemented sales programs in order to increase productivity in Room Service
* Responsible in supporting the quarterly statement of profit and loss
* Assisted with managing liquor control at an average of 18%

Ensured compliance with all regulatory requirements and facilitated inspections..

* Maintained contact with kitchen staff, management, serving staff and customers' concerns were addressed
* Hired, trained, and supervised food and beverage service staff.
* Utilized computers to track orders, manage inventory, and process payments

**Area of Performing**

**La Pargola [ Italian Restaurant]**

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**BAR Team Leader - PREOPENING TEAM [ October 28th  2015 – November 2nd 2016]**

***JOBS AND RESPONSIBLITIES***

* **Prepare budget for the outlet with the division head.**
* **Prepare forecast weekly basis.**
* **Trained the staff and groom them for the next level.**
* **Making successful events & promotions in the outlet.**
* **Prepare the menu for the outlet together with chef.**
* **Responsible to achieve revenue according the budget.**
* **To ensure that the Team delivered the finest personal service for the VVIP or Regular Guest throughout the Smooth Operation by integrity and team work.**
* **Responsible for department profit and loss.**
* **Interviewing and Hiring staff for department.**
* **Doing the presentation in the meetings and trainings.**
* **Preparing the reports and sending it to division head.**

**Area of Performing**

* **TEATRO [signature restaurant]**
* **Flavours on 2 (all Day Dining Restaurant)**



**Learning coach [ Department Trainer] [March 3rd 2013 – August 9th 2015]**

Worked with THE RITZ CARLTON HOTEL AND SPA BAHRAIN in a Award Wining Looby lounge as a senior waiter[Departmental Trainer] and worked 12 months in INDIAN speciality restaurant NIRVANA , cross training in Burlington Club Bar for 3months

***JOBS AND RESPONSIBLITIES***

* During this time I worked almost all the outlets including Banquet where I was involve in the planning for top VVIP functions like state banquet in palaces and in hotel where we were serving the top delegations from different countries. In outlets I was serving the royal families of different GCC Countries.
* I worked in almost all the hotel Outlets during this period my responsibilities were to supervise a multinational team giving them right direction, checking the orders handling the guest complaints and as a departmental trainer giving the job related training to staff.



Waiter [june 2012 – January 2013]

* My designation was for an Authentic and Outstanding All Day Dining Restaurant with capacity of 150 covers.

**ACHIVEMENTS**

* Managed banquets function table section totaling , requiring quick thinking, efficient planning, and strong people skills
* Leveraged a depth and breadth of wine knowledge to up-sell $150 in wine sales nightly on average, by explaining to customers ideal wine and entree pairings.
* Consistently got recognition in CE meeting for the excellence service and customer engagement
* Alleviated customer disputes throughout the restaurant with strong communication and listening skills
* Earned “Employee of the Month” in Double tree by Hilton
* Being a part of Air Show in Bahrain and handle a sheltie for 3 days as a captain
* Done 3 months cross training in Burlington Bar and Tea Lounge in Ritz Carlton , Bahrain
* Got First class for the lateral help in the other departments

Training and development

* Exposure training in **AIR SHOW 2014 and FORMULA 1 RACE from Ritz Carlton Hotel** from
* Building Core Competencies Training..
* Performance & Development Training.
* Food and Beverage Division VIP Majlis and Silver Service Training
* IAMA Certified user of Project Mystique.
* Impact Plan Leadership Training.
* Leaders Orientation.
* Introductory Short Course in Food Safety and Food Hygiene Training.
* Commitment To Talent Certification.
* Food safety manager certificate from TAP.
* First Aid Certified.
* HACCAP Certified.
* Wine tasting.

##### **STRENGTH**

* Hardworking and flexible
* Willingness to learn
* Optimistic and self reliant
* Team Player