[`](mailto:Basheer.366001@2freemail.com) 

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| Personal Info  |  |  |  | | --- | --- | --- | | Full Name |  | Basheer | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |  Objective Previous experience of working as Catering Manager, Restaurant GM, Reservation manager &BDM. Maintain a well-built team for hosting indoor, outdoor and walking parties.  Does performance, quality and cleanliness checking& Great telephone etiquette. Conduct management meeting. Delegation, planning &training.  Outdoor meeting with possible clients. Committed to create new clients. Proficient in great customer dealings, meticulous in P&L & stock transfer &inventory.  I have very accurate automated stock transfer system and inventory with name/ number codes& I can implement this in my most recent place.  Below are the brief information about my work measures and familiarities. | | |
| Education | | |
| 1995 |  | Business Administration - CALICUT UNIVERSITY, INDIA |

# Work Experience

Core experience: General Manager of Fuddruckers, Dubai.

(Multiple casual/fine dining fast food restaurant in worldwide)

100% knowledge on inventory, P&L, stock Transfer, staff motivation programs, conduct food safety classes, staff duty roster, cleaning schedules and moreover deputized with 70 staffing’s

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| 2013 - PRESENT | CATERING MANAGER OF MASALA HOUSE RESTAURANT,BURJUMAN , DUBAI  Directly reporting owner Managed 3 indoor Banquets and outdoor too, does field work as of capture/ meet /negotiate with possible clients and plan, delegate and conduct events for guest |
| 2008 - 2013 | GENERAL MANAGER – FUDDRUCKERS RESTAURANT, DUBAI  Reported to the country manager and managed 70 staffs. |
| 2006 - 2008 | OPERATIONS MANAGER - VANILLYS(ITALIAN CONCEPT) RESTAURANT, DUBAI  Directly reporting president. Managed 6 out lets with 100 staffing. Experienced in opening 2 outlets in Dubai.MANAGED ALL BANQUETE parties indoor and outdoor |
| 2002 - 2006 | RESERVATION MANAGER – FUDDRUCKERS RESTAURANT, BAHRAIN  Directly reporting Director. Managed a team of 24 staff. Delegation, Planning & Training. |
| 1996 - 2000 | SALES/CATERING MANAGER- CHANDNI(INDIAN) RESTAURANT, JEDDAH  Directly reporting area manager. 100% operational and practical works. Quality check and production management. Inventory, food, paper and chemical costing. |
| Skills | | | |

Food quality check (line check). Does out door catering and consolidation of sales. POS knowledge with micros/aloha systems, Power point presentations, Wide contact with loyal guests. Handle guest complaints through telephone. Conduct shift meeting briefing about menu items and prep review, P&L (profit and lose) reporting to accounts. Table visits and handle guest feedback and complaints. Conduct food safety classes. Conduct management meeting. Meat, poultry and sea foods yielding as per the sales projection. Knowledge in the kitchen organization and zoning and labels. Handling butcher shop. Knowledge of ideal fat testing. Knowledge of meat breathing procedures for the quality purpose. Preparation of formula to conduct product yield, which is easier for staff to avoid over projection and wastage. Do the spot check, daily check and weekly check. Knowledge of unit conversion. Conduct monthly inventory and send final cost report to higher level management. Trouble shoot if any abnormal percentage in inventory. Does expense claim (for petty cash), SER (standard evaluation report), Preventive maintenance. Trouble shooting, Local and ware house ordering as per the scheduled timing and do follow up-Implementing professionals in product supplies, having wide contact with professionals in the market, Staff duty roster and cleaning schedule (categorized by BOH & FOH), Salary time sheet (marked by absents and sick leaves), Sending incident reports, If any-Staff motivation programs, Product preparation list (master and individuals)

Organization of walk in butcher, walk in chiller, thawing room and freezer as per the product hierarchy, Preparation of meat, poultry and sea food pull thaw list and make sure that staff follows accordingly, Knowledge of butcher shop equipment operation (patty machine, grinding unit and meat cutter), By heart awareness of product quantity and expiration of on hand stocks for easily rectification purpose, Does indoor and outdoor catering , expertized in organizing, costing, staffing, set up location and cash management.

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| Languages | | |
| 1. **English** | Excellent |
| 1. **Hindi** | Good |
| 1. **Arabic** | Good References :upon request |