***CURRUCULAM VITEA***

[**PERWAIZE.367266@2freemail.com**](mailto:PERWAIZE.367266@2freemail.com)

**Diploma in Hotel Management**

**Catering Manager / HACCP Level-3**.

**PERSONAL PROFILE.**

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| **Nationality.** | INDIAN |
| **Gender.** | MALE |
| **Marital Status.** | MARRIED |
| **Date Of Birth.** | 12th November 1982. |
| **Height & Weight** | 5.9 feet & 82 kg. |

**CAREER OBJECTIVES.**

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| 1. **To provide the best quality service and to participate as well as enhance team work.** 2. **To encourage employees to offer their best.** 3. **To introduce new ideas for your company.** 4. **To obtain more knowledge and experiences.** 5. **To be able to contribute success to the company using my skills and knowledge.** 6. **To show my potential, ability as a highly motivated and self-driven employee.** |

**PROFESSIONAL (GULF) EXPERIENCE**

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| **01 JANUARY 2015-**  **TO**  **01 JANUARY 2017.**  **08 JULY. 2013 - TO**  **25 AUGUST. 2014.**  **27 JULY. 2009 - TO**  **01st APRIL.2013**  **(INDIAN EXPERIENCE)**  **30. MAY 2005 - TO**  **30 NOVEMBER 2008**  **01.APRIL 2003 - TO**  **30. APRIL 2005.** | **01. Catering Manager (NCT&H) Abu-Dhabi Ruwais(U.A.E).**  **02. Catering Unit Manager (SUPPORT SERVICE CO) Saudi Arabia.**  **1**. BEMCO ARABIAN. (4000 MANDAYS)  **2.**SAMSUNG KORIEN CO. (4000 MANDAYS)  **03. Asst. Catering Manager (TAMIMI GLOBAL. Co) Saudi Arabia.**  1.CONSOLIDATED CONSTRUCTION COMANY(C.C.C.Company)  (2500 MANDAYS**)**  2.PETRO RABIGH (COMMUNITY) **RABIGH, SAUDI ARABIA**  **(CAMP MANAGER 2000 MANDAYS + RESTAURANT )**  **Duties and Responsibilities:**   * Supervising – Managing (Catering) * Working in a team * Making of work schedule plans. * Making sure compliance of contract, HACCP procedure, Food Safety and health & Safety Regulation. * Planning menus in consultation with chef and order supplies required. * Hiring training supervising and motivating permanent and casual staff. * Organizing, leading and motivating the catering teams. * The most important part of the jobs achieving good quality at low cost and maintaining high standards of hygiene and customer satisfaction. * Monitoring the quality of the product and service provided. * Maintaining stock levels and ordering new supplies as required. * Ensuring health and safety regulation and strictly Observed. And keeping financial, administrative record. * Making Senior Client Relationships. * Maintaining and making the company brand more visible and strong through personal and team efforts.   **ASST.RESTAURANT MANAGER.**  **H0TEL SHALIMAR (INTERNATIONAL 5 STAR)**  KOLKATA.INDIAN  Duties and Responsibilities:   * Take responsibility for the business performance of the restaurant. * Analyze and plan restaurant sales levels and profitability. * Organize marketing activities, such as promotional events and outside catering business. * Prepare reports at the end of the shift/week, including staff control, food control, & sales. * Coordinate the operation of the restaurant during schedule shifts, Train, manage, and motivate staff. * Respond to customer queries and complaints diligently. * Maintain high standards of quality control, hygiene, health &safety. * Check stock levels, order supplies and prepare cash drawers and petty cash. * Agreeing and managing budget. * Ensuring compliance with licensing authorities, hygiene and health and safety legislation & guidelines. * Promoting and marketing the business. * Handling customer inquiries satisfactorily. * Handling administration and paper work. * Making improvement to the running of the business and developing the restaurants.   **RESTAURANT SUPERVISER**  **H0TEL LYTTON (INTERNATIONAL 3 STAR)**  KOLKATA.INDIAN  Duties and Responsibilities:   * Supervising all restaurant area. Handle guest comments and complaints. Communicate with guests and receive feedback. Supervisor cleanliness throughout the day. * To ensure proper training and supervision of all personal, to deliver prompt, courteous service in a manner that complies with food and Beverage standards and company policies and procedure. * Inspect the cleanliness and presentation of all china, glass, and silver prior to use check in with guests to ensure satisfaction. * Meet to the guest satisfaction. * Ensure uniform and personal appearance is clean and professional, maintain confidentially information and project company assets. * Develop and maintain positive relationship with others, support team to reach common goals, and listen and respond appropriately to the concern other employees. * Ensure adherence to quality expectation and standards. * Coordinate tasks and work with other departments to ensure that the departments run efficiently.   Maintaining fast, accurate service, positive guest relations and ensuring  Products are consistent with company quality standards. |

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| **MARCH 2000- MARCH 2003**  **01 MARCH-2000 To 01 FEBUARY 2002**  **O1 JANUARY 1998 To 01 FEBUARY-2000** | **STUDING AT THE HOTEL MANAGEMENT OF**  **(DURGAPUR SOCIETY OF MANAGEMENT SCIENCE),**  **Approved by A.I.C.T.E.,Govt. Of India.**  **DURGAPUR.(KOLKATA)**  **CERTIFICATE: 3 YEARS DIDLOMA IN HOTEL MANAGEMENT,**  **CATERING &APPLIED ENDING NUTRITION EXAMINATION.**  **COURSES:**   * FOOD AND BEVERAGE SERVICES * FOOD PRODUCTION * FRONT OFFICE OPERATION * APPLICATION OF COMPUTER * ACCOMODATION OPERATION * PRINCIPAL OFACCOUNTANCY * FOOD SCIENCE * COMMUNICATION * TRAINING PROJECT.   **\*\*\* AND ALSO COMPLETED THE “FOOD SAFETY LEVEL -3”INTRODUCTION**  **COURCE.**  **\*\*\* COMPLETED SIX MONTHS DIPLOMA IN COMPUTERS APPLICATION**  **2002.**  **INTERMEDIATE FROM C.B.S.E Board from West Bengal.**  **MATRICULATION FROM C.B.S.E Board from West Bengal** |

**EDUCATIONAL & TECHNICAL QUALIFICATION**

**CAREER LEVEL**

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| **Career Level:** | Catering Manager, Catering Location Manager, Catering Unit Manager |
| **Notice Period:** | I am flexible. |

**TARGET COMPANY**

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| **Company Size:** | All |
| **Description:** | The company I am aiming to work with is well structured; its strategies and missions are known and have a large communications worldwide. |

**COMPUTER SKILLS**

| **Skill** | **Level** |
| --- | --- |
| Microsoft Office (Outlook, Word, Excel, & PPT) | Very good |
| Internet Applications and Communication Skills | Very good |
| Others | Expert |

**LANGUAGES**

| **Language** | **Level** |
| --- | --- |
| Urdu | Mother Language |
| Hindi | Beginner |
| English | Excellent |

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| **Declaration:-** | I do hereby declare that all the statement as mentioned above are true and correct the best of my knowledge and belief.  Anticipating your favorable response in this regard, for his kind of yours shall grateful to your forever.  **Date: - …...…………….**  **Place:- Signature** |