**RESUME**



**SUKHWINDER**

Al satwa, Dubai.

Email:

[Sukhwinder.370658@2freemail.com](mailto:Sukhwinder.370658@2freemail.com)

**Objectives**

To work in informative environment where I can implement my skills and knowledge to the best of my ability. To pursue a career in an organization, that allows utilizing my creativity and conceptuality

**Major qualification**

* Excellent ability to communicate well with people from different cultural backgrounds
* Learn how to work well in a team & accept constructive criticism
* Highly self motivated, soft spoken, industrious and flexible
* Active, people oriented and can work under pressure
* Achieve basic reservation course in amadeus (airline ticketing)
* Achieve and attend six months training of fidelio (hotel operations management)

**Work** **experiences**

**Banquet** **supervisor** (**June 2015 to may 2016)**

Abu Dhabi national hotels

khalifa city , Abu dhabi

**Duties and responsibilities**

• Completes steps of service to ensure utmost guest satisfaction

• Understands and can describe menu offerings, packaging/presentation and pricing

• Responds to guest needs and requests

• Establishes rapport with guests/members

• Always exceeds guest expectations

• Maintains service areas

• Employs good safety and sanitation practices

• Adheres to Levy Restaurants Company guidelines as stated in team member training

manual and employee handbook

• Follows responsible alcohol service.

• Supervises all team members, non-profits and subcontractors assigned to the area for

the duration of the event

**Service supervisor** **(May 2013 to may 2015)**

Intercat hospitality LLC

Baniyas Abu dhabi,

**Duties and responsibilities:**

* The primary responsibility is to provide good food and quality service.
* Handling and solving the guest complaints.
* Communicate service needs to chefs and stewards throughout functions.
* Total charges for group functions, and prepare and present checks to group
* Ensure banquet rooms, restaurants, and coffee breaks are ready for service.
* Ensure proper centerpieces are displayed on every table.
* The cleanliness and presentation of all china, glass, and silver prior to use.
* Set tables according to type of event and service standards.
* Communicate additional meal requirements, allergies, dietary needs, and special

Request for kitchen.

**Banquet supervisor (April 2011 to January 2013)**

**Duties and Responsibilities**

Golden tulip ambient resorts and spa

Sector 1 panchkula india

Duties and responsibilities

* Supervise activities of workers in section of dining room .
* Receive guest and conducts them to tables
* Describes or suggests food courses and appropriate wines
* Resposible to close daily banquet billing according to procedure
* Responsible ensuring sufficent operating guest supplies, beverage supplies.
* Responsible for all sanitation, cleaniness of the work areas, ball rooms and storage rooms

**IInternship. ( January 2009 to January 2010)**

Goldkist beach resorts

East coast road Singapore

**Duties and responsibilities**

* Work at front desk
* Greets, register and assigns rooms to the guest.
* Makes and confirms reservation.
* Check in , check outs in timely and courteous manners.
* Works at cafe, handling daily cafe sales.
* Taking orders , serve orders to the guest.
* Suggest food to the guest.
* Works as housekeeping supervisor, issues supplies and equipment to workers
* Advises executive, desk clerk or admitting personel of rooms ready for occupancy.
* Establish standards and procedures for work of housekeeping staff .

**Banquet Server ( May 2008 to August 2008 )**

( J.W Marriot Hotel)

Orchard road singapore

**Duties and Responsibilities**

* Serve all the food courses and beverages to the table on time.
* Clearing the tables.
* Do the set ups for functions as required .
* Resposible for being proffesional and courteus to all the guests.

**Education Attainments**

* Matric -d.a.v senior secondary school **(March2002)**
* Diploma in tourism and hospitality management
* (Nanyang Institute of Management Singapore)  **(May 2008 to February 2010)**

**References:**

Mr Jumadi :- Manager (F.O , fourseasons hotel)

Mr Rosley :- Manager (F&B four season hotel )

Mr siva :- Supervisour (F&B, Marriott hotel)

**Personal Information**

Full name : Sukhwinder singh.

Natinality : India.

Date of birth :

Pasport no : .

Relegion- : Sikh

Marital status : Single.

Permanent address :

: English, Hindi, Punjabi

Visa status : visit visa expires 29th July.

I do hereby that the above mentioned status is best of my knowledge. If you have any queries please do not hesitate to contact the references.