**RESUMÉ**

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| **NAME** | **RANJIT**  [**Ranjit.371736@2freemail.com**](mailto:Ranjit.371736@2freemail.com) |  |

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| **EXPERIENCE: 28 Years** |

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| **Project Manager Nov 2016 to date**  **SKA International, Mogadishu, Somalia**  Administration of the Life Support Project (Accommodation, Catering, Housekeeping, Laundry & Generators) for UNICEF in Mogadishu, Somalia. |

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| **Administration Manager Oct 2014 to Oct 2016**  **IRIS Health Services, Kolkata, India**  Administration of the day to day operations of Healthcare facilities for a 180 bed Hospital in Kolkata, India.  Ensure that all departments (Administration, Doctors, Nursing, Marketing, Stores, Pharmacy, Catering, Laundry& Maintenance) is operated to the highest standards in line with agreed Budgets & Targets.  Consult regularly with Department Heads. Attend meetings with governing bodies and comply with statutory and legal requirements for Health & Safety, Fire, Licensing and Food Handling as per the regulations. |

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| **Operations Manager Jan 2013 to June 2014**  **AMBMEAD, Abu Dhabi, UAE**  Administration of the day to day Camp operations for a 5340 man camp in Hameem and Catering Services for 3000 in Mafraq, Abu Dhabi. Ensure that all departments (Accommodation, Catering, Laundry, Maintenance, Super Market and Medical Clinic) is operated to the highest standards in line with the Mission Statement, Values, and agreed Budgets & Targets.  Conduct regular QA & HACCP Audits. Comply with statutory and legal requirements for Health & Safety, Fire, Licensing and Food Handling as per the regulations of Zones Corp, Police, Civil Defense and Abu Dhabi Food Control Authority. Train the 178 workforce to these regulations. |

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| **Dining Facility Manager Jul 2012 to Jan 2013**  **KBR(UK), KAIA, Kabul, Afghanistan**  Execute the day to day operations of providing Catering Services to 5000 NATO Military Forces and Civilians in KAIA, Kabul, Afghanistan.  Comply with statutory and legal requirements for Health & Safety, Fire and Food Handling as per the regulations of NATO & US Military. Assign duties and responsibilities to 105 staff in accordance to the requirements. |

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| **Facility Manager Jan 2011 to May 2012**  **Sanjiban Hospital, Kolkata, India**  Execute the day to day operations of providing Catering, Front Desk, Stores, Housekeeping, Laundry, Transport & Maintenance services.  Comply with statutory and legal requirements. Conduct QA Audits. Assign duties and responsibilities to 300 staff in accordance to the requirements. |

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| **Assistant Operations Manager May 2009 to Jun 2010**  **Gulf Catering Company, Iraq**  Administration of the day to day operations of providing Catering and Support Services to 24000 US Military Forces and Civilians in FOB Taji Air Base, Iraq.  Conduct HACCP & QA Audits. Comply with statutory and legal requirements for Health & Safety, Fire and Food Handling as per the regulations of US Military. Train 580 staff in accordance to the requirements. |

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| **Project Manager Apr 2008 to Mar 2009**  **ALMCO Life Support, Iraq**  Administration of the day to day operations of Catering and Support Services to 1800 US Military Forces, Security Forces and Civilians in FOB (Logistics) Abu Gharib, Iraq.  Conduct HACCP & QA Audits. Comply with statutory and legal requirements for Health & Safety, Fire and Food Handling as per the regulations of US Military. |

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| **Assistant Operations Manager Oct 2004 to Feb 2007**  **Gulf Catering Company, Iraq**  Administration of the day to day operations of Catering and Support Services to 28000 US Marine Corp and Civilians in FOB Al Taquaddum Air Base, Iraq.  Conduct HACCP & QA Audits. Comply with statutory and legal requirements for Health & Safety, Fire and Food Handling as per the regulations of US Military.  Assign duties and responsibilities to 630 staff in accordance to the requirements. |

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| **Restaurant Manager May 1998 to Nov 2002**  **Sheraton Kuwait Hotel, Kuwait**  Execute the day to day operations at BUKHARA Indian Restaurant.  Achieved higher Revenue through better Menu planning, Cost Control & Effective Selling, Quality Management, Process Improvement & Staff Management and Training Programs.  Team leader for 18 staff. |

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| **Restaurant Manager Nov 1995 to Aug 1997**  **Sheraton Gulf Hotel, Doha, Qatar**  Execute the day to day operations at AL BANOUCHE All Day Dining Restaurant.  Achieved higher Revenue through better Menu planning, Yearly Forecast & Budget, Cost Control, Effective Selling, Daily Buffet Menu, Specialty Night Menus & A-La-Carte menu, Quality Management, Process Improvement & Staff Management and Training Programs. Team leader 32 staff. |
| **Banquet Manager Jan 1993 to Oct 1995**  **The Kenilworth Hotel, Kolkata, India**  Execute the day to day operations of the Banquet Hall for Conferences, Seminars, Launching Ceremonies, Weddings, Birthday Party and Cocktail Parties.  Achieved higher Revenue through better Menu planning, Yearly Forecast & Budget, Cost Control, Quality Management, Process Improvement & Staff Management and Training Programs.  Team leader for 20 staff. |

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| **Catering Manager Aug 1992 to Dec 1992**  **Rezayat Catering Services, Saudi Arabia**  Execute the day to day operations of providing Life Support Services (Accommodation, Catering, Laundry & Maintenance) to 1500 residents of various companies.  Conduct regular QA & HACCP Audits. Comply with statutory and legal requirements for Health & Safety, Fire, Licensing and Food Handling as per the regulations of the Police, Civil Defense and Food Control Authority. Train the 96 staff to these regulations. |

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| **Restaurant Manager Jun 1991 to Jul 1992**  **WG Maurya-Patna, India**  Execute the day to day operations at VAISHALI Restaurant. Menu planning, Yearly Forecast & Budget, A-La-Carte menu & Cost Control.  Team Leader 19 staff. |

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| **Captain Jul 1986 to Jun 1990**  **Sheraton Dubai Creek Towers** |

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| **Waiter Oct 1983 to Oct 1985**  **Sheraton Bahrain Hotel, Bahrain** |

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| **Busboy Mar 1982 to Jan 1983**  **Hotel Oberoi Towers, Mumbai, India** |

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| **Educational Qualifications** |
| Bachelor of Commerce -------- University of Calcutta in 1981  H S C -------------------------------- West Bengal Council of Higher Secondary Education in 1979  I C S E ------------------------------- ICSE Council, New Delhi in 1975 |

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| **Certified Courses** |
| Certificate in F&B Management, Hospitality Supervision, Bar & Beverage Management in 1998 (American Hotel & Motel Association, USA).  Diploma in Food & Beverage Management in 1995 (Calcutta, India).  Diploma in Computer Application in 1991 (Calcutta, India). |

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| **Training completed** |
| Sheraton "ASSERTIVENESS TRAINING"  Sheraton "F&B Training"  Sheraton "GUEST SATISFACTION STANDARDS" Course  Sheraton "FIRST-AID TRAINING"  KBR "SERVSAFE" Program  GCC “ FIRE SAFETY” Training  GCC “ HACCP” Training  GCC “ ISO 22000 & 9001 Training |

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| **Language Skills** |
| **ENGLISH: Read, Write & Speak**  **HINDI: Read, Write & Speak**  **BENGALI: Read, Write & Speak** |

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| **Additional Information** |
| **Experience**: 30 years of experience in Hotel, Industrial Catering, Life Support Services & Health Care Services. Achieved commendations for Food Service Operations, Logistics, Cost Management and Safety Management. Experienced in improving operations through effective management of staff and budget. Implement best practice to streamline process and motivate a multinational workforce.  **Objectives**: Seek a challenging and responsible position in an enterprising organization where opportunities exist for knowledge enhancement and professional growth. To lead a team to achieve all the required standards of operations as per the Organizations policies & procedures.  **Competencies**: I am Positive, have the Energy & Skill, I can work with Diversity and I respect People, Policies & Rules. I have good Management skills with the ability to lead a multinational workforce. |

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| **Passport details** |
| **Place of Issue: Kolkata, India**  **Date Of Issue: 14-02-2011 Expiry date: 13-02-2021** |

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