**RESUME**

**SHIGVAN**

**Present Address: Bur Dubai**

**Shigvan.372087@2freemail.com**

**Work Experience**

**Worked with Impresario (Entertainment & Hospitality Pvt Ltd) as Senior Cashier from Dec 2016 to till Feb 2017.**

**Deputed in Social –Versova Branch**

**Duties & Responsibilities:**

Cash collection and day to day account report generation

Operate registers, scanners, scales and credit card/debit card terminals

Handle exchanges and refunds in a quick, efficient manner

Inventory Management for stocks and other restaurant items

Take a tally of the funds in the cash register when required during a shift and produce transaction reports

Maintain accurate cash drawer

**Worked with Vistaar Group (Parent company Gastro Pub. Pvt. Ltd.) as Head Cashier from 13thMarch 2013 to 8th October 2016**

**Duties & Responsibilities**

Print and settle bills using appropriate methods of settlement.

Run a tab for Patrons/Guests by keeping safely Credit Cards/Patron Cards.

Collect cash from guests/Servers/Bartenders & Tender change.

Maintain Float & Petty Cash as per guideline specified assist the Bar/Service team by punching orders in to the system, during rush hours.

Maintaining detailed records of served orders and collected cash

Providing training to new appoint cashier

Cash handling and end of day revenue reconciliation and applicable paperwork

Performing cashiers daily opening & closing duties

Preparing & sending daily cashier reports.

Custodian of the sealed bottle inventory

Also handling any other duties added to the job responsibilities by the management from time to time.

Also I was entrusted with the following duties of **Store keeper:**

To control Food & Beverage Store, Liquor Store & Receiving.

To maintain stock register of all receipts along with rates and quality. ( Batch Nos. in case of Liquor

Day to day maintain the Physical stock in computer and manual.

Send Bills and Challan to Accounts in time duly stamped by Security

Purchase, Receive, and Issue of all Materials to be maintain in stock Inventory.

Looking over to daily purchase, looking over to daily inventory Of Bar

Worked as Restaurant Manager in **China Everest Restaurant**, Mumbai

Duration : March 2009 to 10th Jan 2013.

As Restaurant In –Charge, I was entrusted with the following duties:

* Handling entire restaurant
* Asset & Equipment maintenance.
* Allocate the table allocation for the Tr. Captain and Steward before Operation
* Managing day to day operations of the restaurant, marketing and business development .Taking care of food cost looking after the food quality and customer satisfaction.
* Attending Guest Complaints for smooth operation
* Handling Cash Counter
* Order taking with suggestive selling , Increase beverage sales

Worked with **Global Maritime & Trading FZE** as Warehouse In charge (Storekeeper),Dubai Duration: 10th May 2007 to 21st Feb 2009

As Warehouse In –Charge, I was entrusted with the following duties:

* Responsible For Keeping the inventory records of Warehouse
* Preparing & updating Daily Stock Report & doing all routine jobs as entrusted
* Maintaining the Data in SQL Server
* Taking Care of LG, In & out Product
* Responsibilities Maintaining Mail Server and Checking Inward / Outward mail
* Maintaining Monthly Stock Report.
* Sending Updated LG Stock report to the LG Company on monthly basis
* Updating CBM Report on daily basis.

Worked with **Ashvina Trading Company** as Computer operator

Duration: 1 year & 8 months

Job Profile:

* Maintaining Bank Realization Statement.
* Calculating FOB and FRT.
* Preparing Invoices.
* Maintaining Export Promotion Copy Book.
* Responsibilities Maintaining Mail Server and Checking Inward / Outward mail

Worked with **Star Lott Company** as Hardware Operator for one year

**Academic Qualification :**

Done HSC from Maharashtra Board

**Technical Knowledge :**

Hardware, MS-Word, Power Point, MS-Excel, Visual FoxPro, Internet.

**Personal Details:**

* Date of Birth: 19th Nov.1982
* Nationality : Indian
* Marital Status: Married

**Passport Details:**

* **Date of Issue : 10.03.2017**
* **Date of Expire: 09.03.2027**

**Languages Known:**

English, Hindi, Marathi, Gujarati, Marawadi

**HOBBIES:**

Body Building, Listening Music, Playing Cricket

 Yours faithfully,

Date:

 Place: (Bhupendra S. Shigvan)