**Ranjith**

[**Rahjith.372173@2freemail.com**](mailto:Rahjith.372173@2freemail.com)

**Career Summary:**

Accomplished and achievement driven professional interested in working as a Restaurant Manager.

Restaurant manager with a solid track record of running restaurants successfully ,starting from marketing and brand promotion ,business development,and identifying target customers to an active supervision of every part of restaurant operations including service level,menu quality,staffing and financial aspects.

**Srengths include:**

* Leadership skills
* Hardworking
* Attention to detail
* Communication and customer handling skills
* Employee motivation\retention
* Creating dynamic environment.

**PROFESSIONAL EXPERIENCE**

**Abraj Al Bahar Restaurant & Grills,Khalifa City A,Abudhabi,UAE May 2014-Present**

**Designation** **: Restaurant Manager**

**Duties &Responsibilities:**

* Supervised all in house aspects of the restaurant,from in-house decorations to menu selection.
* Managed different areas of restaurant operations such as customer relations and inventory control.
* Specialised in training and motivating new staff regarding their work and responsibilities.
* Maintained accounting books regarding employee payroll and sales summeries of the restaurant.
* Helped in promoting business through social interaction in community events**.**

**Staffing:**

* Hired staff for various departments according to skills required.
* Monitored cooking staff closely to ensure adherence to required stanndards in terms of quality and safety.
* Maintained a friendly environment for staff and customers.
* Scheduled working hours of staff and rotation of shifts.

**Selected Initiatives**:

* Assisted the customers in answering their queries regarding food quality and service.
* Maintained the cleanliness and sanitation standards of the restaurant by routine check up of the cleaning done by facilities staff.
* Created new menu formats keeping in mind customer preferences and upcoming varieties available.
* Searched the market regarding new dishes and recipes or latest trends in restaurants that could help improve business.

**SAPPHIRE RESTAURANT ,TAVARAKERE ,BANGALORE, KARNATAKA -560029 2011 SEPTEMBER -2013 SEPTEMBER**

**D**esignation**: Restaurant Manager**

**Duties & Responsibilities**:

* Co-ordinating daily front of the house and back of the house restaurant operations.
* Delivering superior service and maximizing customer satisfaction.
* Responding efficiently and accurately to customer complaints.
* Regularly review product quality and research new vendors
* Organize and supervise shifts.
* Appraise staff performance and provide feedback to improve productivity.
* Estimate future needs for goods,kitchen utensils,and cleaning products.
* Ensure compliance with sanitation and safety regulations.
* Manage restaurant’s good image and suggest ways to improve it.
* Control operational costs and identift measures to cut waste.
* Create detailed reports on weekly,monthly and annual revenues and expenses.
* Promote the brand in the local community through word of mouth and restaurant events.
* Recommend ways to reach a broader audience(discounts and social media ads).
* Train new and current employees on proper customer service practices.
* Implement policies and protocols that will maintain future restaurant operations.

**FUTURE POINT EDUCATIONAL SERVICES ,Saddunguntepalya Main road,Venkateswara Layout,Bengaluru,Karnataka-560027 2009 May to 2011 August**

Designation:Sales Co-Ordinator

Duties&Responsibilities:

* Effectively communicate key product features(regarding affiliation od university,fee structure,accommodation etc) and benefits to prospective customers virtually.
* Develop a keen understanding of customer needs and values inorder to provide personalized assistance through out the sales process.
* Meet sales goal on a consistent basis.
* Understand and keep up to date with ever changing market trends.
* Able to handle communications effectively and timely.
* Provide exceptional customer service to current and prospective customers.
* Gather customer feedback to help improve and enhance product offerings.
* Travel as needed to unioversities/Educatinal institutions.
* Act as a trusted advisor to higher Education and professionals at universities by providing in depth informations,support and guidance directly aligned to the curriculum.
* Perform other duties as assigned.

**SHALIMAR GROUP OF CONSTRUCTIONS, KERALA.**  **Apr-2007 to Apr 2009**

**Designation: Store keeper**

**Duties &Responsibilities:** To perform day to day inventories check on opening and closing stock. To place orders and follow up the orders for require products. Proactively check the availability of new products in market. To check the availability of better products with competitive price. Collect feedback from workers on the new products used. Responsible for maintaining appropriate stock of required products. Conduct a random quality check on incoming materials/product.

EDUCATION

Plus Two Board of Higher Secondary Examinations,Govt of Kerala 2000-2002Mach

S.S.L.C……………Govt OF Kerala,School of Public Examinations 1999-2000

LANGUAGE EXPERTISE

English, ,Hindi, Malayalam,Kannada and Tamil

IT EXPOSURE

Demonstrated Computer Skills(Windows,Microsoft suite)

E-mail and word processing programs.

Ability to utilize internet for resources.

Basic level on MS Office……Excel, PowerPoint and Word

VISA DETAILS

Visa Type………………………………………………………………………………………………………………work visa

Expiry date of visa……………………………………………………………………………………….……… 31-05-2018

PERSONAL DETAILS

Date Of Birth……………16 JUL 1984

Sex……………………………Male

Marital Status…………..Married

Nationality……………… Indian

INTERESTS

Photography, Cooking,travelling and Reading.

ACKNOWLEDGEMENT

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place:

Ranjith