**CURRICULUM VITAE**

**Abu Dhabi,**

**United Arab Emirates.**

**Contact No. : C/o 971505891826**

**Email :** [**selvaganpathy.376994@2freemail.com**](mailto:selvaganpathy.376994@2freemail.com)

**Position applied: Site Manager**

**OBJECTIVE:**

To pursue a challenging position in a professionally managed organization with potential opportunity to contribute to its growth and enhance my skills, interested to work in **Site Manager.**

**EDUCATIONAL PROFILE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution / University** | **Month & Year of Passing** | **Percentage** |
| Hotel Management Catering Tech., | Global Inst. Of Hotel Management | April, 2008 | 88% |
| Bar Tending & Carving | IJTC Inst. Of Bartending, | Sep,2008 | 75% |
| SSLC | Govt. Boys High School | July, 2006 | 54% |

**IT’S EXPOSURE:**

* Well-Conversant and proficient in MS-Office such as MS-Word, MS-Excel & MS-PowerPoint.
* Well known Operating Systems like Windows-XP & Windows-7.
* Well known about the ERP system (Enterprise Resources Planning). All over the transactions entered through ERP in our concern. I.e. Costing, Operation Module and HR module.

**PROFESSIONAL STRENGTH:**

* Managing the food and beverage provision for functions and events.
* Planning menus in consultation with chefs.
* Organizing, leading and motivating the catering team.
* Planning staff shifts and rotes.
* Ensuring health and safety regulations are strictly observed.
* Budgeting and establishing financial targets and forecasts.
* Monitoring the quality of the product and service provided.
* Keeping financial and administrative records.
* Maintaining stock levels and ordering new supplies as required.
* interacting with customers if involved with front of house work.
* Liaising with suppliers and clients.
* Negotiating contracts with customers, assessing their requirements and ensuring they are satisfied with the service delivered (in contract catering).
* Maximizing sales and meeting profit and financial expectations.
* Overseeing the management of facilities, e.g. checking event bookings and allocation of resources/staff.
* Planning new promotions and initiatives, and contributing to business development;
* Dealing with staffing and client issues.
* Keeping abreast of trends and developments in the industry, such as menus or trends in consumer tastes.

**Work Experienced:**

**Company: National Catering Company – Abu Dhabi, UAE.**

**Position: Site Manager.**

**Project: Magenta Gulf Real Estate Management LLC,**

**Al Dabb`iya Surface Facilities Project III**

**(Dec, 2014 up to present)**

**Company: National Catering Company – Abu Dhabi, UAE.**

**Position: Unit Manager.**

**Project: Magenta Gulf Real Estate Management LLC,**

**Al Mafraq, Workers City #02, Abu Dhabi – UAE.**

**(Sep, 2011 up to Dec, 2014)**

**Company: Hotel GLM Meridian, – Chennai, India.**

**Position: F&B Dept. (Banquet).**

**(December, 2008 to July, 2010)**

**Company: A-Diet Express Hospitality Service Ltd, – Chennai, India.**

**Position: Food & Beverage Department (Training)**

**(October, 2007 to January, 2008)**

**Company: Hotel SRM (Royal Southern Hotels), – Chennai, India.**

**Position: Food & Beverage Department (Training)**

**(November, 2006 to February, 2007)**

**PERSONAL DETAILS:**

Name : Selvaganpathy

Date of Birth : July 16th 1991,

Gender : Male,

Nationality : Indian,

Marital Status : Single

Vis Status : Employment Visa

Languages Known : Tamil, English, Malayalam & Hindi

Expected Salary : Negotiable

**PERSONAL ABILITIES:**

* Able to work as team player and Co-Ordinate activities with team members.
* Able to take up responsibilities and fulfilling them.
* Able to manage a team.

**DECLARATION:**

**I hereby certify that the above information is true and correct according to the best of my knowledge and belief.**

**Place : Abu Dhabi, SELVAGANPATHY**

**Date : Applicant**