**CHINTAN PANDYA.**

220,5th floor baglaq building,

Al Rigga,

Dubai (U.A.E)

(971)0567751261

Chintanpandya7@gmail.com

**To,**

**HR DEPARTMENT**

Dear Sir/Madam,

With the reference to the above I am pleased to present my resume for a consideration of my candidature for the above position in your esteemed organization. Review of my credentials will confirm that I am capable of serving as the catalyst for achieving revenue objectives and organic growth effective contributions’ am a result-oriented with over many years of extensive experience in facility management services & customer services. I would appreciate an opportunity of meeting you to share information in greater detail. In the meantime, should you require any further information, please contact me on **0567751261** or my email address:**chintanpandya7@gmail.com**

Looking forward to favorable revert,

Thanking you,

Sincerely,

Chintan Pandya.

Enclosure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic:** | | |  |  |
|  |  |  | |  |
| Melbourne institute of technology | | | | 2010 |
| (Australia) | | |  |  |
| Bachelor of information technology | | | |  |
| Networking | | |  |  |
| **Personal information:** | | |  |  |
| **Date of Birth** | |  | 9th OCT 1984. |  |
| **Gender** | | | Male. |  |
| **Marital Status** | | | Married. |  |
| **Language Known** | | | English, Hindi, Urdu Gujarati. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills:** | |  |  |
|  |  |  |  |
| **Management** | | **Catering** | **Personal** |
| People management | | Hospitality management | Well presented |
| Events management | | Food hygiene | Communication |
|  |  |  | skills |
| Staff development | | Customer service | Organizing |
| Staff scheduling | | Planning menus | Passionate about |
|  |  |  | food |
| Staff recruitment | |  | Problem solving |
|  |  |  | Enthusiasm |
|  |  |  | Ambitious |

|  |  |
| --- | --- |
| **Career:** |  |
| **Shift manager** |  |
| **HUNGRY Jack’s (Melbourne, Australia)** | **2007-2013** |

* Being highly visible and the face of this business.
* Ensuring the correct use of cleaning materials and equipment.
* Supervising the shifts of kitchen, waiting and cleaning staff.
* Meeting and greeting customers and organizing table reservations.
* Advising customers on menu and wine choice.
* Recruiting, training, managing and developing a team.

|  |  |
| --- | --- |
| **Eco Facilities & Management Services Pvt. Ltd.** | **2013-2017** |
| **Housekeeping Project Manager** |  |

* Plan, organize and direct team members to ensure high customer satisfaction
* Inspect guest rooms and public places within the premises to ensure cleanliness
* Respond to clients complaints immediately
* Train new and existing HK employees in training procedures and upgrades
* Plan and facilitate team member meetings
* Evaluate condition of furniture, fixtures and décor and make appropriate changes.
* Cleaned total premise, such as fixtures, furniture, floors, and windows
* Transported garbage and waste to disposal area
* Maintained and ordered supplies and cleaning chemicals

**Declaration:**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Place:** Dubai. Chintan Pandya.