**Jeet**

 jeet.382577@2freemail.com

A Seasoned Hotel Manager with more than twelve years experience in the hospitality industry in India. A well-qualified, versatile individual with strong analytical skills & expert competencies in hospitality & culinary management, relationship & stakeholder management, delivery focus & commercial understanding. I am currently on a 3- month tourist visa in Dubai and am seeking to obtain employment in the UAE.

**Employment Summary**

**Chai Naasto Restaurant Harrow, UK July, 2017 to June, 2018**

**Part Time Kitchen Supervisor (Tier 5 Charity Worker Visa)**

* Accountable for all kitchen staff
* Maintaining a hygienic environment in accordance with health and safety regulations
* Managing catering requirements for large events
* Maintaining all the food storage requirements and food stock and supplies

**Hotel Silver Oak , Paonta Sahib, H. P, India September, 2016 to June, 2017**

**Senior Manager**

I was responsible for running various departments in the hotel, which had over 35 rooms, large conference rooms, a full banqueting hall, bar and restaurant.

**Duties:**

* Planning and preparing for the opening of the Hotel Silver Oak.
* Responsible for hiring and training all the hotel staff, from front office to housekeeping
* Overseeing the building and furnishing of the hotel to ensure completion in line with the budget

**Hotel Doon Regency**

**Senior Hotel Manager (India)** **May 2005 to August, 2016**

Responsible for running various departments in the three-star hotel, which had over 32 rooms, two large conference rooms, a full banqueting hall and comprehensive bar and restaurant facilities.

**Duties:**

* Planning shifts for the team
* Handling reservations, cancellations and no-shows
* Using various marketing strategies to increase room occupancy levels
* Ensuring that events & conferences run smoothly
* Carrying out inspections of rooms and services
* Completing health and safety/fire checks in a timely manner

**Hotel Kumar Foods**

**Food & Beverage Manager (India) March 2002 to May 2003**

In charge of food and beverage and delivering the highest standards of service consistently.

**Duties:**

* Quality control: ensuring the highest standards of food and beverage service
* Responsible for recruiting restaurant staff (12), training, development and scheduling shifts
* Dealing with and resolving customer complaints.
* Maintaining proper inventory: estimating the need for food and beverage and ensuring quality standards
* Liaising with the Head Chef to discuss and agree the menu and daily specials
* Purchasing stock, supplies and negotiating best prices with trade suppliers

**Hotel Siddhartha**

**Management Trainee (India)**

6-month traineeship covering all hotel departments on an operational level, including telephone operator, reservations and front desk.

**Duties:**

• Manned the front desk

• Meeting and greeting guests as they arrive

• Managing room bookings

• Managed office supplies and inventory control

**Education**

Diploma in Tally Accounting Bureau of Information Technology Services (BITS) Hathi Barkala Dehradun Uttarakhand (India)

Diploma in Food Production Maurya’s Institute of Hospitality & Management Dehradun, India

Senior secondary JIC Pujar Goan Tehri Garhwal Uttarakhand, India(UP Board)

Higher Secondary JIC Pujar Goan Tehri Garhwal Uttarakhand, India

 (UP Board)

**Skills**

* IT
* Proficient in all applications of MS Office Suite – specifically Excel / PowerPoint

**Languages**

* English
* Hindi

**Additional Interests**

I am actively involved in charity work and am a Treasurer of a charitable trust in India. I am currently involved in project managing the development and building of an English school in a rural, under developed part of India where the children have no access to education.