**Djarot**



**Country of Citizenship:** Indonesia**Date of birth**: November 11th 1975

**Place of birth**: Jakarta – Indonesia

**C/o-Contact phone**: *+971505891826*

**Email:** [djarot.41201@2freemail.com](mailto:djarot.41201@2freemail.com)

**Desired Position:**Assistant Restaurant Manager Sales Executive

**Specialty:** Assistant Restaurant Managers: Dining room experience ( Casual fine-dining, All day Dining, Italian and Chinese Food )

|  |  |  |
| --- | --- | --- |
| **PROFESSIONAL EXPERIENCE** | | |
| **Position:** Sales Executive | **Location:** Jakarta, Indonesia | |
| **Company:** PT Lippo Group Meikarta | **Duration:** September 2017 – December 2017 | |
| **Business Type:** Property Apartement. |  |  |
|  | | |

**Responsibilities & Achievements**

* Convincing prospective clients that your agency is the right one to handle their sale and agree the terms
* Arranging advertising to promote the property by any media.
* Sending out details of new properties on the market to people on your database
* Making appointments and showing buyers around a property
* Finding buyers in a position to proceed with purchase and willing to pay an acceptable price
* Refering buyers to mortgage arrangers for quotations and advice

|  |  |  |
| --- | --- | --- |
| **Position:** Restaurant Manager | **Location:** Jakarta, Indonesia | |
| **Company:** PT Syah Establishment( Ling LingRestaurant) | **Duration:** June 2016 – March 2017 | |
| **Business Type:** Restaurant and Bar. |  |  |
| **Cuisine:** Chinese food and Bar. | | |

**Responsibilities & Achievements**

* Oversee and manage all areas of the restaurant and make final decisions on matters of importance to guest service.
* Adhere to company standards and service levels to increase sales and minimize costs, including food, beverage, supply, utility and labour.
* Responsible for ensuring that all financial (invoices, reporting) and personnel/payroll related administrative duties are completed accurately, on time and in accordance with company policies and procedures.
* Responsible for ensuring consistent high quality of food preparation and service.
* Maintain professional restaurant image, including restaurant cleanliness, proper uniforms and appearance standards.
* Ensure positive guest service in all areas. Respond to complaints, taking any and all appropriate actions to turn dissatisfied guests into return guests.

|  |  |  |
| --- | --- | --- |
| **Position:** Assistant Operation Manager | **Location:**Kupang, Indonesia | |
| **Company:** PT Dwimukti Inti Boga (BnB Restaurant) | **Duration:** April 2014 – December 2015 | |
| **Business Type:** Restaurant and Bar. |  |  |
| **Cuisine:** Fusion Indonesian and Bar. | | |

**Responsibilities & Achievements**

* Oversee and manage all areas of the restaurant and make final decisions on matters of importance to guest service.
* Adhere to company standards and service levels to increase sales and minimize costs, including food, beverage, supply, utility and labour.
* Responsible for ensuring that all financial (invoices, reporting) and personnel/payroll related administrative duties are completed accurately, on time and in accordance with company policies and procedures.
* Responsible for ensuring consistent high quality of food preparation and service.
* Maintain professional restaurant image, including restaurant cleanliness, proper uniforms and appearance standards.
* Ensure positive guest service in all areas. Respond to complaints, taking any and all appropriate actions to turn dissatisfied guests into return guests.

|  |  |  |
| --- | --- | --- |
| **Position:** Assistant Operation Restaurant Manager | **Location:** Palembang, Indonesia | |
| **Company:** The Arista Hotel | **Duration:** March 2013 – February 2014 | |
| **Business Type:** 5-Star Hotel, |  |  |
| **Cuisine:** Indonesian, Chinese, Western. | | |

**Responsibilities & Achievements**

* Encourages and builds mutual trust, respect, and cooperation among team members.
* Identifies the developmental needs of others and coaches, mentors, or otherwise helps others to improve their knowledge or skills.
* Adhere to company standards and service levels to increase sales and minimize costs, including food, beverage, supply, utility and labour.
* Responsible for ensuring that all financial (invoices, reporting) and personnel/payroll related administrative duties are completed accurately, on time and in accordance with company policies and procedures.
* Responsible for ensuring consistent high quality of food preparation and service.
* Maintain professional restaurant image, including restaurant cleanliness, proper uniforms and appearance standards.
* Ensure positive guest service in all areas. Respond to complaints, taking any and all appropriate actions to turn dissatisfied guests into return guests.

|  |  |  |
| --- | --- | --- |
| **Position:** Assistant Operation Restaurant Manager | **Location:** Jakarta, Indonesia | |
| **Company:** PT Carnival Prima Indonesia Pesto Italian Ristorante | **Duration:** April 2011 – March 2013 | |
| **Business Type:**  Italian Restaurant |  |  |
| **Cuisine:** Italian Food and Bar | | |

**Responsibilities & Achievements**

* Train & supervisory the waiter.
* In charge as Person in Charge to taking care Restaurant.
* Responsible for ensuring consistent high quality of food preparation and service.
* Maintain professional restaurant image, including restaurant cleanliness, proper uniforms and appearance standards.
* Employee of The Month as Supervisor for the month September 2012.

|  |  |  |
| --- | --- | --- |
| **Position:** Captain Waiter | **Location:** Dubai, United Arab Emirates | |
| **Company:** Emaar Hospitality Hotel and Leisure | **Duration:** August 2008 – December 2010 | |
| **Business Type:**  Hotel and Hospitality Leisure |  |  |
| **Cuisine:** Western and Bar | | |

**Responsibilities & Achievements**

* Train & supervisory the waiter.
* In charge as Person in Charge to taking care Restaurant.
* Responsible for ensuring consistent high quality of food preparation and service.
* Maintain professional restaurant image, including restaurant cleanliness, proper uniforms and appearance standards.
* Knowing all the property Dubai International Polo Equestrian Club.
* Flexible working time as per scheduled and operational needs.

|  |  |
| --- | --- |
| **Education** | |
| **Field of Study:** Diploma 3 Archive Administration | **Location:** Depok – Indonesia. |
| **School:** University of Indonesia | **Duration:** September 1991 – October 1995 |
|  | |
| **Field of Study:** Biology | **Location:** Jakarta – Indonesia |
| **School:** SMAN 51 Jakarta | **Duration:** July 1988 – June 1991 |
|  | |
|  | |

**Language Level**

**English:** Advanced

**Native Language:** Bahasa Indonesia

**Other Language:**

**Awards & Certifications**

**2005\*Attended Seminar and Training on “CUSTOMERS SERVICE WORKSHOP”**

**TIME MACHINE GROUP TRAINING CENTRE, DUBAI – UNITED ARAB EMIRATES**

**2003 \*Attended Hotel Management Seminar on “CASHIERING & NIGHT AUDITING”**

**AdjiTartib& Associates Hotel Management Consultant,Jakarta – Indonesia**

**2000 \*Completed “FOOD SERVICES TECHNIQUES COURSE”**

**From Gulf College of Hospitality & Tourism Bahrain.**