RESUME

B.Bala

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**Objective:**

Seeking a position to utilize my skills and abilities in F&B Service.Department that offers, professional growth while being resourceful, innovative, flexible and willingness to learn.

**Educational Qualifications:**

* Completed Diploma in Hotel Management and Catering technology.
* Higher secondary in Tamil Nadu Education board.

**Work Experience:**

* **Currently working in Radisson Blu Chennai since Apr 2017 – Till date**
* Previously Worked with Accord Puducherry in

F & B Service, Since Oct 2013 to Dec 2016.

* Previously Worked with Ocean Spray as a Steward (Sep 2011 to July 2013)
* Previously Worked in Geethanjali Restaurant as a Steward (July 2009 to June 2011)

**Training details:**

* 6 Months in Hotel Express, Gujarat.

**Proficiency in Languages**

* English
* Tamil
* Hindi (to speak only)

**Hobbies & Interests**

* Listening music
* Sports (Cricket, Chess)

**Duties and Responsibilities:**

* Report to Restaurant Manager.
* Working in Multi Cuisine Restaurant and Bar.
* Responsible for the complete Guest activities right from the check in to check out from the restaurant.
* Taking care of D. bar and main bar Responsible for Top to Bottom Bar activities.
* Taking Bar inventory maintaining the beverage stock register.
* Making material requisition to purchase.
* Maintaining the guest database from the comments card.
* Up selling drinks and foods making more revenue to the organization.
* Responsible equipment inventory.
* Handing guest complaints and informing to superior to follow – up.
* Making sure that guest has completely met the expectations and makes the repeated business to the company.
* Taking the reservations and make good relationship with guest

**Personal Profile:**

Date of birth : 20/05/1992

Marital status : Single

**Declaration**

I hereby declare that all the above information is true to the best of my knowledge.