**RESUME**



***AMIT***

***Mail to:*** [***amit.384491@2freemail.com***](mailto:amit.384491@2freemail.com)

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| ***SUMMARY*** |

***Highly motivated, qualified and versatile catering professionals, with broad range of experience in food & beverage operation, dedicated, ability to learn and execute and to work independently.***

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| ***OBJECTIVE*** |

***To work in a challenging and responsible position where I can utilize and enhance my skills towards a growth oriented organization.***

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| ***ACADAMIC QUALIFICATION*** |

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| ***S.No*** | ***QUALIFICATION*** | ***BOARD/ UNIVERSITY*** | ***PERCENTAGE*** |
| ***01*** | ***2 years diploma in Hospitality & Hotel Administration*** | ***BTC PUSA (NEW DELHI),INDIA*** | ***81%*** |
| ***02*** | **10+2** | ***UP board*** | ***65%*** |
| ***03*** | ***10th*** | ***UP board*** | ***61%*** |

***CAREER CONTOUR (TRAINING & EXPERIENCE)***

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| **Ocacti Maxican house and cocktail bar Marina Dubai U.A.E.** | **May 2015 to till now** | ***Bar Supervisor*** |
| ***The United Coffee House***  ***Connaught Place New Delhi*** | **May 2014 to April 2015** | ***Bar Supervisor*** |
| ***The Claridges Hotels & Resorts, New Delhi*** | **April 2006 to December 2012** | ***Bartender*** |
| ***The Claridges Hotels & Resorts, New Delhi*** | ***March 2004 to march 2006*** | ***Trainee*** |

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| ***TECHNICAL KNOWLEDGE*** |

*Good knowledge of Windows (MS Office, MS Word, MS Excel, Mail Applications). Experience of working on, “MICROS”OMEGA” “SHOWMAN” Software’s.*

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| ***ADDITIONAL TRAINING & CERTIFICATION*** |

* *Attend 2 months wine classes under( first French wine sommelier in India ) GaganSharma*
* *Awarded for the Prestigious EMPLOYEE OF THE QUARTER AWARD*
* *Represented hotel during the tour of VIP Groups to Tourist places.*
* *Very much appreciated for my work by Guests and the Higher Management of the Hotel.*
* *Received appreciation letter from higher management.*

**AREA OF EXPERTISE / EXPOSURE (PROFICIENCY MATRI):**

* *Responsible for the all function of the Outlet (Closing and Opening, Inventory).*
* *Assisted the Guest before & during the operational hour.*
* *Successfully handling of guest queries with professionalism.*
* *Build effective relation with clients & provide them utmost satisfaction.*
* *To ensure their repeat visit & in-turn enabling sales.*

***JOB & RESPONSIBILITIES:***

* *To ensure all health & hygiene & standards are maintained at every event.*
* *Responsible for the smooth functioning in the outlet.*
* *To ensure the quality of food & beverage is maintained at every event.*
* *Find ways of maximizing sales.*
* *Following the up selling & suggestive selling of the outlet.*
* *To be familiar with monthly promotion of outlet.*
* *Making Monthly Report of Sale, Cover, MTD, YTD, Profit & Loss Justification’s etc.*
* *Interaction with guest’s through mails and in person while in restaurant.*
* *service equipments ensuring all equipments is used in a correct and safe*
* *Keeping abreast of all emergency procedures, hotel promotions, product knowledge, VIP arrivals, upcoming events and brief direct subordinates accordingly so that they are able to anticipate and answer clients' requests and questions.*
* *Accomplishing a set of administrative duties such as leading and attending meeting, writing reports, maintaining a logbook and other specific duties related to the job function.*
* *Planning & supervising day-to-day operations of the outlet to ensure compliance with all policies, procedures, standards and aiming at satisfying and exceeding the guest expectations.*
* *Establishing and reviewing the standards of performance, in line with the operating concept of the outlet which contribute to an attentive and distinctive experience that leaves our guest inspired.  .*
* *Maintaining high visibility during operations in order to ensure smooth running of outlet, promoting good public relations, taking corrective actions and handling customers’ complaints to ensure their satisfaction.*
* *Coordinating service activities with the kitchen in order to achieve a timely delivery of foods whilst ensuring effective communication*
* *Managing and controlling stock from the beverage / bar operation effectively ensuring pars are respected.*

***JOB OBJECTIVE:***

*To achieve next position, through my knowledge & will power , nourished & supported by Direction, Dedication, Determination, & Deadlines & thereby maintaining & upgrading the Tradition, Dignity & Discipline of the my organization.*

***STRENGTH:***

* *Good & Quick learner.*
* *Ability to work in a team.*
* *Having pleasing personality and positive attitude.*
* *Committed to assignments. Hard work, honest, sincere and result oriented.*

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| ***PERSONAL DETAILS*** |

* *Marital status: Married*
* *Hobbies: Playing cricket and chess*
* *Nationality: Indian*
* *Date of Birth: 01.12.1980*
* *Language Known: English, Hindi*

***DECLARATION***

***I do hereby declare that the information given by me is true to the best of my knowledge.***