

**NIKHIL**

[Nikhil-395365@2freemail.com](mailto:Nikhil-395365@2freemail.com)



**Objectives**

To obtain scalable and constantly increasing positions and my potential for the organizational growth that adds up to develop my career growth and skills.

**Career Record**

**Career Total Experience in UAE 9 Years.**

**Career Total Experience in India 3 Years.**

**EVENT ORGANIZER ( 2 Year 6 Months Experience)**

An Event Organizing company handling catering events and Weddings.

**Assistant Manager** fromMay, 2017 till Date.

**Responsibilities**

* Planning resources and manpower for all the events in the department.
* Plan and executing events such as gala dinners, exhibitor parties, cocktail receptions, Meetings and Weddings etc.
* Handling Employee Recruitments and all HR related work.
* Handling all purchase orders and LPOs through Tally ERP 9.
* Attending for meetings with client and organizers for confirmation and clarification of event requirements.
* Assist in internal weddings and outside catering events.
* Ensure operation of specific event activities to maintain productivity, quality, service, creativity and guest satisfaction.
* Negotiation and Co-ordination with different suppliers for Raw Materials.
* Assigning weekly responsibility for all the supervisors in the department while preparing their roster.
* Delegates and assign responsibilities to staff.
* Keeps abreast of the evolving market trends.
* Maintain overall outlet goals, budgeted financial results and objectives of the banquet.
* Monitor cost control and cost reduction measures on continues basis.
* Contribute in formulating targets of the annual budget.
* Ensure guest satisfaction with products and services in coordination with team.
* Manage, counsel and train team to ensure maximization of productivity and Etc…

**(7 Years 6 Months Experience)**

A semi-government company handling catering events and International exhibitions.

**Banquet Coordinator (Event & Hospitality Dept.)** fromOct, 2013 till April 2017.

**Responsibilities**

* Assisting senior manager by providing administrative and secretarial support in day to day operations.
* Overseas daily office operations for staff of 6 employees.
* Preparing Purchasing Order through ERP.
* Point of sale system knowledge. (MICROS/ MEGA POS,EAM,ERP,Adaco,Fusion PMS)
* Handling company related confidential documents.
* Review and answer the company emails and action on it.
* Coordination and follow up with other section to ensure smooth daily operations.
* Operates the administration system such as Oracle HRMS, ERP General Stores, EAM and Adaco.
* Resolve administrative problems by preparing reports and analyzing data.
* Arranging appointments and meeting for Management with clients and sending meeting requests.
* Preparing meeting minutes.
* Processing Staff request and grievance.
* Handling complaints and issues from client as well as from staffs.
* Preparing new forms and formats for daily operation activities and documentation purpose.
* Providing induction to new joiners.
* Filing and record documents.
* Handling daily operational Telephone calls.

**(2 Years)**

A semi-government company handling catering events and International exhibitions.

**Shift Leader (Banquet Events)** fromOct, 2011 till 2013.

**DUBAI WORLD TRADE CENTER (1 Years)**

A semi-government company handling catering events and International exhibitions.

**Waiter (Banquet Events)** from2010 till 2011.

**Academic Qualification**

* Bachelor’s Degree from Oriental college of Hotel management studies, university of Calicut 2007-2010.
* Diploma in foreign accounting from Sree Sangaragyara institute, Kannur 2005-2007
* Diploma in Hotel Management from Food Craft Institute 2003-2005.
* Higher secondary from kuttikattor Govt School 2001-2003.

**Trainings and Developments**

**World Trade Center Training Center, Dubai. U.A.E**

**2010-2015 Dubai**

* Supervisory and Leadership Development Courses trained by Mr. Colin Abercrombie.
* Arab etiquette courses
* HYGEINE AND HACCP Awareness Trainings
* Disciplinary Guidelines Trainings
* Code of Conduct – Dubai World Trade Center
* EBMS Training Systems in Events Management and Operation Control
* HRMS Training – Human Resource Management system.
* EAM Training - Engineering, Technical and Telecom work request
* ERP System – Event Resource planning system.
* ERM (Event Resource Management system in personal and equipment)
* Handling customer complaints
* Professional telephone skills and phone etiquette
* Micros operations
* Bar tending Work shop
* Front line selling skills in Hospitality industry Trained by Mr. Colin Abercrombie.

**SKILLS**

* Proficient in Microsoft Office Suite
* Provided comprehensive support for executive-level staff; managing all essential tasks.
* Proven track record of accurately completing administration processes, filings, reporting, information management, preparing necessary new formats in MS office, support activities within demanding time frames.
* Developed and maintained administrative processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.
* Skills of attending calls for operations and communicating to concerned managers or supervisors on duty.
* Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals, priorities and resolve issues in initial stage.
* Relationship Development and proper administration management with responsibilities.
* Providing best service in the employment to keep and maintain organizational and non-organizational employees.
* Proven qualities in office management sector and skills in formal development of office management and administration.
* Rapid adaptability to problem-solving methodologies and development skills (Relationship building, maintain existing in respectful manner etc.).
* Very good knowledge in English Language and Great command of administration skills.

**Achievements**

* Student of the year 2008 from Oriental College.
* Recipient of award for performer of 2nd quarter 2014 in Admin category.
* Part of Air Show team 2013 &2015 Dubai
* Part of Formula 1 Team Abu Dhabi.
* Certificate of Appreciation DUBAI MUSIC WEEK.

**Personal Profile**

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| --- | --- | --- | --- |
| Date of Birth | | : | 08/07/1985 |
| Sex | | : | Male |
| Marital Status | | : | Married |
| Religion & Caste | | : | Hindu, Thiyya |
| Nationality | | : | Indian |
| Driving License | | : | UAE Valid License |
| Languages Knows | | : | English, Hindi, Malayalam, Tamil. |
| Interests | | : | Listening to music, watching movies, Playing Cricket. |
| **Passport details** |  |  |  |
| Date of Issue | | : | 05/07/2010 |
| Date of Expiry | | : | 04/07/2020 |

**REFERENCE:**

Anup P. Bhatia – **HR Consultant**

Contact # 971504753686

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**DECLARATION**

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.

Date:

Place: **NIKHIL**