CURRICULUM-VITAE

VIKRAM SINGH TANWAR



**Mob: 09269012536, 8696950436**

**Email:-**vikramsingh9269012536@gmail.com

**ADDRESS: - PLOT NO-28-29 BANKERS COLONY MAHARANA PRATAP**

**MARG VAISHALI NAGAR JAIPUR**

**PIN-CODE: - 302034**

**Objective:**

My goal is to obtain a position in a professional atmosphere that will present me with

New and challenging ideas and concepts. My strong initiative and exceptional organizational skills,

Combined with my ability to work well under pressure, will enable me to make a substantial

Contribution to your company. I believe that a challenging environment such as yours will allow me

To best utilize my skills.

**Position:**  Assistant Banquet Manager.

**Duties and responsibilities:**

* Interacts with guests to obtain feedback on product quality and service levels.
* Handles guest problems and complaints.
* Makes presence known to customer at all times during entire operations.
* Reviews comment cards and guest satisfaction results with associates.
* Maintaining Standard operating procedure of the outlet implementing mission statement of hotel.
* Ensuring proper handling and usage of all operating equipment, supplies, furniture and fixture, food, water, energy etc. Preventing breakage and avoiding wastage.
* Organizing the team’s yearly vacation calendar.
* Preparing outlet-training manuals.
* Scheduling associates, checking grooming standards and maintaining attendance records of the associates.
* Preparing team daily duties schedule.

**Professional Strengths and Technical Qualification**

* Proficient in coordinating the operation of large group task with excellence.
* Able to perform under pressure.
* Basic computer knowledge.

**Department Of Interest**

* Food And Beverage

**Academic Credentials**

* Having institute of hotel management training certificates in food and beverage

Department.

* B.com passed from Rajasthan University.
* Have competed 12th from Rajasthan board.
* Have competed 10th from Rajasthan board.

**Technical Proficiencies**

* Software: Microsoft office.
* Internet

**Professional Experience**

* One year experience in Domino’s pizza at **MI ROAD (Jaipur).**
* working with Marriott Jaipur as an executive –F&B since 1st oct-2015 to till date after being promoted from associate –F&B (16 April 2012 to 30 September 2015)
* Presenting working with JW Marriott Jaipur Resorts and Spa as an Assistant banquet Manager 27th may 2019 till date.

**Job Knowledge:**

Excellent leadership and management skills.

Financial management skills. Able to work under pressure.

**Duties and Responsibilities:**

* **Cleanliness :** Responsible to keep the department area neat and tidy

And hygienically clean according guidelines at all time.

* **Checking :** Monitor chiller/freezer temperature three times a day at regular

Intervals at specified times regular check for expiry items and

Perishables in chiller/freezer and discard items as per the guidelines as

Appropriate.

* Maintain personal hygiene as per requirement.
* **Food Hygiene And Maintenance :**  be aware of basic food hygiene and

Update knowledge as required and apply to duties and responsibilities as

Applicable.

* **Health And Safety :** to be aware of comply with the company’s health and

Safety policy. Adhering to the specified regulations and procedures in the

Event of fire or other emergency situation to be aware of possible risk,

Particularly fire security and bomb threats.

* **Maintaining Standards :** to maintain the highest standards of personal

Hygiene, appearance and dress all times and ensure that the correct uniform is

Also worn.

**Nominations**

* Nominated for associate of the month of july-2014
* Nominated for associate of the month of February 2014
* Nominated for executive of the month September 2016
* Nominated for executive of the year in 2017.
* Nominated for executive of the month June 2017.
* Nomination for executive of the month Sep. 2018.

**Awards & Achievement:**

* + - Successfully pass BSA Audit 2016 with operation score of 92.60 % & Brand Audit 91%.
    - Successfully pass ISRA Audit in year 2016
    - Successfully pass BSA Audit 2017 with operation score of 96.3% and brand 98.3%.
    - Successfully done high volume out door catering for **ONGC** for 1400 pax & **HERBAL LIFE** for 1600 pax for continues Three days.
    - Have got art of hosting champion of the year 2014
    - Have got associate of the month January 2015
    - Have got executive of the month of Feb 2016
    - Have got executive of the month of Nov 2017

**Strengths & Areas Of Professional Excellence:**

* Eye for Detail.
* Motivation, Training & Development of Team Members
* Guest Focus for high satisfaction
* Driving Process & Standards
* Effective Change Management
* Team Leader & Team Player
* Time Management
* Good Guest Connect with the Motto to Explore more Business Option
* Positive & Never Say ‘No’ Attitude

# Language Known

* Hindi
* English
* Rajasthani

**Strength**

* Punctual
* Dedicated about job

**Hobbies**

* Weight lifting.
* Listing songs.

**Personal Details**

FATHER’S NAME : MR. HAMIR SINGH TANWAR

MOTHER ‘S NAME : MRS. OM KANWAR

DATE OF BIRTH : OCTOBER/11/1992

NATIONALITY : INDIAN

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**Declaration** : I hereby declare that all the above furnished information

Is true to my knowledge.

**DATE :**

**PLACE :** JAIPUR

**(VIKRAM SINGH TANWAR)**