

# Siddhant Tiwari

## Summary

Bhopal, Madhya Pradesh

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I am having one year 3 month experience in operations as a associate shift manager in jubilant and 3 month experience in human resource management in jubilant foodwork.

I lost my job due to corona pandemic and right now I m searching job and I available for immediate joining.

## Work Experience

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### HR Assistant

Jubilant FoodWorks - Ghaziabad, Uttar Pradesh

February 2020 to May 2020

1. Taking interview of candidates.
2. Line up interview with operation head.
3. Preparing the offer letter.
4. Complete the joining formalities and giving induction.
5. Assign the training restaurant.
6. Compiled the regional data.

### Associate Shift Manager

Jubilant FoodWorks - Kapurthala, Punjab

June 2018 to August 2019

1. Opening the restaurant and taking briefing and debriefing.
2. Make sure the complete daily sale target.
3. Always delivered the top quality services to our guest.
4. Solving customer complaint.
5. Follow fifo and doing inventory and taking care of pal item.
6. Preparing pnl, food cost, daily data, banking.
7. Duty assigning to team members and provide training to them.
8. Doing inventory.
9. Always pre rush preparation on weekends and some special occasion.
10. Take care of every expenses of restaurant.
11. Preparing weekly and monthly report

### Industrial Training

Taj Hotels - Bengaluru, Karnataka

July 2016 to December 2016

I did 6 month industrial training from Taj group of Hotels in all four core department.

1. Food production
2. Front office
3. F&B service

#### 4. Housekeeping

##### **Vocational Training**

ITC Hotels - Indore, Madhya Pradesh

June 2015 to July 2015

I did 2 month vocational training from ITC Hotels in F&B service.

#### Education

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##### **Bachelor's in Hotel Management**

Lovely Professional University - Jalandhar, Punjab

August 2014 to May 2018

#### Skills / IT Skills

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- Ms excel
- PowerPoint
- Property management system
- Customer Service
- Customer Handling
- Cost management
- Ground marketing
- Hiring and recruiting
- Follow proper SOP
- Team Management