

VIVEK KUMAR

Near satya nursing home
Kurukshetra, Haryana
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PASSPORT NO: k3255085

CAREER OBJECTIVE:

- To work in a dynamic organization that would give me an opportunity to grow personally and professionally.

PROFESSIONAL QUALIFICATION:

- Completed 4 year **BIHBM** in **HOSPITALITY MANAGEMENT** from **A.I.H.T.M New Delhi** (Affiliated to Kurukshetra University) 2008-2012.
- Certified course in **STCW** from Tamilnadu.

EDUCATIONAL QUALIFICATION:

- 10th passed from HBSC Board.
- 12th passed from HBSC Board.

INDUSTRIAL TRAINING:

- One year I.T. from Hotel Ashok, Hotel JANPAT, HOTEL PATLIPUTRA ASHOK and Common wealth games new Delhi.
- 6 month of Job training in Radisson Suits in F & B Service in gurgaon Haryana.

WORKING EXPERIENCE:

- Worked in **Spring leaf retail pvt. Ltd as a management trainee (restaurant manager)** from July 2012 to june 2013.
- Worked in **Zaheer khan hospitality pvt. Ltd in Pune** as a team leader from july 2013 to july 2014.
- Working in **Cocktail and dream speakeasy gurgaon haryana** as a floor manager in JULY 2014 to JULY 2015
- Worked in **Boardwalk bar and grill eden island marina SEYCHELLLS** as a barman cum waiter August 2015 to july 2016.
- Worked in **Storm version 2.0 New delhi India** as ASSISTANT RESTAURANT MANAGER October 2016 to 20 january2019
- Worked in **MOCHA CAFÉ AND BAR (impressario hospitality)** as ASSISTANT RESTAURANT MANAGER January 2019

HOBBIES:

Listening to Music

Playing cricket.

MY ABILITIES:

Enthusiastic & Team Player.

- Committed and loves Challenges & initiatives
- Ability to supervise individuals & teams

PRESENT JOB SKILLS & RESPONSIBILITIES:

A Resourceful and team oriented Manager with the experience in certain aspects like operations management, Inventory, Training, and relationship management.

Adapt at maintaining service standards and operational policies, planning and implementing effective control measures to reduce running costs of the unit.

Integrally involved in work force recruitment, handling, and overall development for flawless operations.

Overall supervision for the integrated functioning of the organization as a whole with the aim of satisfying the customer, the work force and the management.

Appreciable hands on experience in public relation skills, customers care and brand building and promotion.

Creating a positive and relaxed working environment.

Suggesting for promotion for non moving items.

Understanding par stock and adhering cost control.

Conduct the training class.

Conduct the daily Briefing.

To be a good team leader. (Team = Together Everyone Achieve more)

Handling Reservation of the guest.

Check Mise en place & Mise en scence.

Check the daily checklist & maintain.

Taking food & beverage order from the guest.

Handling billing & cash.

Handling the entire operation of the speciality Restaurant.

Achieved every month sales target.

Supervise and assign jobs to the to the team members.

To make duty roster to the members.

Maintain Logbook, Inventory, Breakage register & guest feedback.

Maintain Linen

Salesmanship & suggestive selling.

**Keep maintain the hygiene & standard.
Follow & maintain the S.O.P. of the management.
Handling guest complaints & solve it as per management policy.**

AREA OF INTEREST:

- Food & beverage service.

PERSONAL PROFILE:

Date of Birth	:	26 dec,1991
Father's Name	:	Sh. Vijender kumar
Gender	:	Male
Nationality	:	Indian.
Marital Status	:	Unmarried
Passort no.		K3255085
Date of issue		16/7/2012
Religion	:	Hindu.
Languages Known	:	English, Hindi & Arabic.

DECLARATION:

I hereby declare that the above statement is true and best of my knowledge and belief.