

Resume

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Career Objective

Seeking a position Where extensive experience will be further developed and utilized. To work in a challenging environment that will provide opportunities for learning and dedicated and hard-working person believing in team spirit with full confidence.

Profile Summary

Having over 5 years of Experience in the field of Restaurant Supervisor, Front Desk Executive and Crew member.

Work Experience

GRILL DAY RESTAURANT

Designation :- Restaurant Supervisor

Duration :- 15th June, 2016 to Till date

Location :- Medina (Saudi Arabia)

Responsibility as Restaurant Supervisor

- Carry out maintenance on all restaurant equipment and records.
- Receive complaints and resolve problems.
- Checking in on dining guests to enquire about food quality and service.
- Conducting regular inspections of the restaurant kitchen to determine whether proper standards of hygiene and sanitation are maintained.
- Overseeing food preparation, presentation and storage to ensure compliance with food health and safety regulation.

HOTEL CLASSIC INN

Designation :- Front Desk Executive

Duration :- 1st Feb, 2016 to till 4th Oct, 2016

Location :- Ahmedabad (India)

Responsibility as Front Desk Executive

- Controlled cash & credit card payment transactions at the front desk.
- Made accommodations and travel arrangements for visitors.
- Operated communications equipment.
- Responded to telephone, email and in-person enquiries regarding reservations, hotel information and guest concerns.
- Ran reports detailing daily actions, including guest numbers, A/C income & expenses and room service usage.
- Coordinated with room service, housekeeping, maintenance and security to meet all guest needs.

McDonald's Restaurant

Designation :- Crew Member

Duration :- 12th June, 2014 to till 26th April, 2016

Location :- Ahmedabad (India)

Responsibility as Crew Member

- Good customer service while talking orders and handling money.
- Clear communication skills.
- Ensured the food was properly handled and stored.
- Front end cashier/cash handling.
- Provided ultimate customer service with friendly behavior and with hospitality to the customer.
- Stocked and cleaned work areas.

Academic Qualification

Graduation: - Gujarat University, Ahmedabad, India (Continued)

Intermediate: - Gujarat board (March-2013)

High School: - Gujarat board (March-2011)

Computer Proficiency

- Microsoft Office
- Hotel Management System (Kotalya Software)
- Cobra software

Additional Skills

- Team Leading
- Time Management
- Excellent Hospitality Service
- Communication skills
- Follow up & Feedbacks

Additional Certificate

- **Ecolab** Kitchen Chemical & Safety October, 2019
- **Boecker** Food Safety Hygiene July, 2018

Personal Details

Date of Birth – 23rd October, 1995

Nationality – Indian

Religion – Muslim

Marital Status – Unmarried

Languages – English, Arabic, Hindi, Gujarati

Hobbies – Travelling and Reading

Current location – Saudi Arabia

Permanent add – 1442 , Faiz – manzil, opp. Preyas high school near,
Bharat motor accessories, shahpur mill compound, shahpur,
Ahmedabad - 380001