**RESUME**

**ANKUR KUMAR**

Tej vihar colony

Rohta Road, Meerut

Mob No: 9997933714,

E-mail: [chaudhary.ankur86@gmail.com](mailto:chaudhary.ankur86@gmail.com)

**CAREER OBJECTIVES**

I possess good analytical skills and capability to work in strict time deadlines. I also possess problem solving capabilities and I am efficient in multi tasking. I am seeking for a position. Where I can develop my work range and serve better in managing the administration of the company or the organization.

**Working experience :**

**Organization : GODWIN HOTEL PVT LTD . Job Profile : FNB EXCUTIVE.**

**Skills Involved : Team leading & Management .**

**Job Duration : 1 DEC 2018 to Till now**

* Responsible for the duty roster staff handling team work target focus organization goals achievement for the team and the organization.
* Coordinate with other staff in duty hours for better services .
* Establish and enforce nutrition and hygiene standards..
* Take of Banquet operation in the operational hour.
* Planning and implementing new ideas with team and Management seniors.
* Delegate appropriately, duties and responsibilities to equipped and resourced employees, developing them wishlist ensuring standards of operation and safety are maintained.

**Organization : Grand 5 Resort. Job Profile : Sr.Captain Banquet.**

**Skills Involved : Team leading & Management .**

**Job Duration : 21 oct 2015 to 30 nov 18**

* Manage team on shifts and making allocations.
* Helps creative team in creating setup as per client need.
* Managing Banquet services at the time of operation.
* Maintaining Banqueting inventory and stock.
* Coordinates with the event host on all aspects of the banquet function.
* Discuss any last minutes changes with banquet team.
* Meet with guest regarding bookings of event .

***3 years of experience***

**Organization : Nathu’s Restaurant (Garden City Resort Pvt Ltd.**)

**Job Description : Captain**.

* Handling stewards team on shift & make allocations .
* Prepare all the reports related to day wise F&B operation like APC report, Inventory.
* Taking followup from kitchen areas regarding guest orders ..
* Solving customer queries and complain.

**1 *years of experience***

**Organization : Wave Multiplex cinemas. Job Profile : Executive.**

**Skills Involved : Team leading.**

\* Coordinate with cinemas other staff ,IT ,security Housekeeping & maintainance .

. \* Maintainig focus on food sale and R.P.H.

\* Making rosters & controlling wastages & making food cost.

\* Taking daily reports of stock & manage store .

\* Customer interaction & Solving customer queries .

**Qualifications**

* **B.Com (2008)**
* **C.C.S University Meerut.**

**Personal Strength .**

* Hardworking, Patience, Ability to work in any kind of situation.

**Technical Skills.**

* Operating System Windows .
* Ms Office.
* One year diploma in computer hardware & networking from **HCL** info system..

**Personality .**

Agile, Enthusiastic, Amiable.

**Personal Details**

**Father’s Name :** Ravinder singh chaudhary.

**Date of Birth :** 13th Dec 1989

**Sex :** Male

**Marital Status :** Unmarried

**Language Known:** English & Hindi

**Hobbies :** Traveling, Driving, Appreciating music.

**Address :** Tej vihar colony Meerut

**Declaration:**

* All the information furnished is correct to the best of my knowledge & I am ready to provide relevant documents.

**Date:**

**Place:-Meerut. (Ankur Kumar)**