***Ajit B.Gaikwad***

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 Goregaon (E), Mumbai – 400 063.

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**EXECUTIVE SUMMARY**

Having more than 15 years' experience in setting up and directing F&B Service. Being a customer oriented person, I enjoy interacting and working with people. I gain maximum job satisfaction in the entire task performed by me. I also contribute my knowledge towards the successful working of the organization I serve.

Seeking a position as “Restaurant Manager” where extensive experience will be further developed and utilized.

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with extensive experience in F&B service.
* Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

**VISION:**

Perform and achieve uttermost professional excellence in the areas of our core competencies, getting a position in a corporate and serve to the organization by best of the efforts, knowledge and experience.

**EXPERIENCE:**

**Currently working as Executive Tender with Yatee Trading Pvt. Ltd. since Aug 2018 till date**

**Worked for Group of Hazel Mercantile Limited (Aspen International P Ltd.) April 2011 to Jul 2018 as Officer – Tender (Marketing) –**

Expertise includes in Tender (Marketing), online registrations and participation with various government, semi-government department and PSUs. Outstanding interpersonal and communications skills

* Surfing various websites of govt. organization and for tenders of chemicals, petrochemicals, polymers & solvents.
* Checking eligibility criteria of tender and preparing synopsis as per company profile.
* Visiting personally various Factory, Plants of government organizations and meeting the client for further requirement, resolving queries, to fetch more business and also to maintain good business relations.
* Thoroughly analyzing all tender documents and preparation of Tenders along with all necessary documents for tender participation.
* Making online vendor registration and online as well as physical submission of Tenders of all government, semi government organization & PSUs.
* Obtaining Digital Signature Certificate and installing the same for tender submissions.
* Making Online Reverse Auction Bid.
* Participating, submitting & attending Bid Opening of various Tenders.
* Arranging for EMD, Bank Guarantee and performance guarantee.
* Interacting with Logistics department for dispatch of material after receiving the purchase order.
* Resolving queries of customers regarding the material.
* Follow up for payment from customers.
* Keeping track of all EMD, Bank guarantees given & following up for refund of the same after execution of the order.
* Follow up for C Forms
* Preparing MIS report of EMD, Bank Guarantees, Security Deposits and performance guarantees given to government organizations.

**Previous Experience :-**

**Worked for Aramark Patman from August 2009 to Feb 2011 as “Unit Manager”**

**Worked for Radhakrishna Hospitality Pvt. Ltd. (RKHS) from Jan 2009 to July 2009 as “F&B Executive”**

**Worked for Mochas from Oct 2007 to Dec 2008 as “Outlet Manager”**

**Worked for Blue Foods Pvt. Ltd. from Jul 2006 to Aug 2007 as “Asst. Restaurant Manager”**

**Worked for Royal Palms Park Plaza from Jan 2005 to June 2006 as “Trainee Captain”**

**Job & Responsibility involved**

* Training and supervising staff
* Asssisting in planning menus
* Keeping track of inventory
* Ensuring compliance with licensencing hygiene and health & safety guidelines
* Preparing and presenting staffing / sales reports
* Managing budgets
* Ordering supplies
* Producing staff rota
* Handling customer enquiries and complaints
* Making improvements to the running of the business and developing the restaurant

**Worked for Oberoi Hotels, Mumbai May 1993- Aug 2004 Opportunity was given to work in all the specialty restaurants and other areas of the Hotel which includes :-**

**Brasserie : Informal Dining served as “Bar Tender”**

**Kandahar : North West Frontier Cuisine**

**Casa Mexicana : Traditional Mexican Cuisine**

**India Jones : South East Cuisine served as “Bar Tender”**

**Rotisserie : French Restaurant served as “Bar Tender”**

**Champs Bar : Restaurant and Bar served as “Bar Tender”**

**Palms Coffee Shop : 24 hrs. coffee shop with buffet a’la carte, high tea & dinners**

**Banquets : Handling indoor and outdoor functions, arrangements, food,**

 **beverage and Casual & Apprentice staff**

**Room Service : Servicing the customer in the comfort of their rooms, Floor**

 **management.**

**Exposure to such an environment has molded, refined and has helped in establishing my personality. The same was observed by the organization and appreciated by giving the letters during the tenure of the service.**

**EDUCATION:**

* **B. Com**

**COMPUTER & ACCOUNTING SKILLS:**

* Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional, Windows 7, Windows 8.
* Knowledge of Accounting Package:- Tally 7.2 & Tally.ERP9

**PERSONAL PROFILE**

Creative, Positive attitude, Analytical, Motivator, Communicator, Never-say-die attitude, Good interpersonal relationships

**PERSONAL DETAILS**

* Marital Status : Married
* Date of Birth : November, 08th 1972.
* Nationality : Indian

I hereby declare my information up to my knowledge. I hope you will take necessary action.

**DATE:**

**PLACE: Mumbai AJIT B. GAIKWAD**