# JEYA KUMAR.J (02-06-1990)

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**JOB OBJECTIVE:**

An experienced Catering Supervisor searching a position with an industry in which to practice my skills and put my training to good use. Profound knowledge of managing and supervising a catering staff.

# PERSONAL SKILLS:

* Self-motivated, ability to prioritize and strong commitment to cooperative teamwork
* Fluent in Tamil, Malayalam, English and Hindi

**EDUCATIONAL/ PROFESSIONAL DEVELOPMENT COURSES:**

* B.Sc (Catering Science and Hotel Management 2008-2011)
* HACCP (Food safety level 3 certificates)
* Hsc (Tamil Nadu State board-2008)

# PROFESSIONAL SUMMARY:

✓ Creative and motivated Catering Supervisor utilizes exceptional culinary and supervisory skills to deliver exceptional catered food.

✓ excellent food evaluation skills and extensive knowledge of the demands of large-scale high quality food production.

✓ BSc Degree in Culinary Arts and more than 1.2 years of Catering Supervisor experience.

**MY ACTIONS**

* Excellent supervisory skills
* Extensive knowledge of food preparation safety standards
* interpersonal and oral communication skills
* Excellent customer service skills
* Strong problem-solving skills and excellent complaint resolution
* Above-average analysis of organizational problems
* Good ability to forecast inventory needs

# EMPLOYMENT HISTORY AND DUTIES:

* Worked as a Food service supervisor at UNITED CATERING LLC MUSCAT from 24th January 2019 to 17th February 2020.
* Supervised all food preparation aspects for large catering orders.
* Estimated ingredient needs and submitted orders.
* Trained staff in safety and sanitation procedures.
* Resolved customer complaints.
* Conducted regular planning meetings.
* Performed personnel actions including hiring and firing of staff.
* Ensured timely and good food presentation and delivery.
* Supervised all catering staff for weddings and other large events.
* Selected menu items and ordered ingredients.
* Arranged delivery for catered events at other locations.
* Worked as a Sr. Captain at Hotel Residency Tower Thrivandrum from 15th October 2018 to 7th December 2018.
* Able to answer any questions regarding menu and assist with menu selections.
* Able to anticipate any unexpected guest need and reacts promptly and tactfully.
* Serve food courses and beverages to guests.
* Set tables according to type of event and service standards.
* Record transaction / orders in Point of Sales systems at the time of order.
* Communicate with the kitchen regarding any menu questions, the length of wait and product availability.
* Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen.
* Worked as a Sr. Captain at hotel AL-MALAZ Riyath, KSA from 1st January 2014 to 1st December 2017.(promote captain to Sr. Captain)
* Worked as a captain at GRAND STAR Restaurant Manama, Bahrain from 13th January 2013 to 21st October 2013.
* Always greet and welcome guests promptly in a warm and friendly manner.
* Always thank and give fond farewell to guests conveying anticipation for their next visit.
* Assist guest with table reservation.
* Assist guest while seating.
* Ensure guest are serviced within specified time.
* Has a good knowledge of menu and presentation standards.
* Worked as a Bar Steward at Hotel BENZZ PARK Chennai from 1st June 2011 to 7th December 2012.(promote Bar steward to Bar Captain)
* Provide the perfect service experience for every Guest.
* Ensure the Guest feels important and welcome in the restaurant.
* hot food is hot and cold food is cold.
* Adhere to timing standards for products and services.
* Look for ways to consolidate service and increase table turns.
* Present menu, answer questions and make suggestions regarding food and beverage.
* Serve the Guest in an accommodating manner.
* Must know all food liquor, beer, wine and retail offered.
* Apply positive suggestive sales approach to guide Guests.
* Assist in keeping the restaurant clean and safe.
* Provide responsible service of alcoholic beverages.
* Deliver food and beverages to any table as needed.
* Report to property on time and in proper uniform.
* DSF Grand Plaza -2009 – Completed three months Industrial training. (F&B Service, Housekeeping)
* Greet and escort customers to their tables.
* Prepare tables by setting up linens, silverware and glasses.
* Inform customers about the day’s specials.
* Offer menu recommendations upon request.
* Communicate order details to the Kitchen Staff.
* Serve food and drink orders.
* Check dishes and kitchenware for cleanliness and presentation and report any problems.
* Arrange table settings and maintain a tidy dining area.

**COMPUTER KNOWLEDGE:**

DOA- Diploma in Office Automation( Ms office, win hm, hotsoft)

***Declaration***

I hereby declare that all the above information are true and correct to the best of my knowledge and belief.

Yours Faith fully,

# JEYA KUMAR.J