# CURRICULUM VITAE

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| C:\Documents and Settings\SPYNET\Local Settings\Temporary Internet Files\Content.Word\Image271.jpg | * **Rajeev Kumar Singh** * **Vill.:- Karanpura** * **P.O.:- Amdarhi** * **P.s.:- Ekma** * **Distt-:- Saran(Bihar)** * **Mob.:- 9199922298, 9517270346** * **Skype id:-** rajeev15849 * **E-mail:-**   [**rajeev.singh844@gmail.com**](mailto:rajeev.singh844@gmail.com) |

**OBJECTIVE**

* Develop a successful career in the hospitality industry to better utilizeand develop my effective customer relationship, communication and organizational skills.
* To work in a stimulating environment where I can apply and enhance my knowledge, skills to serve the organizational objective to the best of my efforts.

**WORKINGEXPERIENCE:-**

**Food & Beverage “Bar” Manager (November 2019 to till now)ZONE BY THE PARK HOTEL RAIPUR\*\*\*\*\***

* Responsible for between 12 and 15 employees during a normal shift.
* Manage the business aspects of the bar, such as keeping a current liquor license, negotiating supplier contracts, taking inventory and reordering supplies, managing budgets, and setting goals.
* Scheduling staff according to changes in customer demand.
* Scheduling responsibilities for inventory control.
* Client relation and customer satisfaction.
* Rescheduling tasks to cover for absent employees.
* Trained new summer staff
* Assists in coordinating specials functions with sales manager
* Maintained hygiene and cleanliness standards in the bar and service area.
* To conduct daily briefing and allot duties to subordinate staff.

**Food & Beverage “Banquet” Executive (May 2018 to October 2019)****HOTEL THE LANDMARK TOWERS KANPUR \*\*\*\*\***

## Meet and greet clients.

## Responsible for making the function space visually appealing and presenting the menu offering for the event.

## Responsible for the overall sanitation and cleanliness of the work areas, banquet rooms and storage areas.

## Responsible for the proper usage and good working order of all equipment, furniture and fixture in the Banquet and catering section in the shift assigned.

## Provide excellent customer service and ensure customer needs are met.

## Assist and support the conference services manager to provide excellent guest service.

## Scheduling of banquet staff, prepare weekly duty chart to correspond with banquet function and manage labour for monthly.

## Responsible for maintaining hygiene an cleanliness standards in the banquet and service area

**Food & Beverage Supervisor (January 2017 to February 2018)****HOTEL RAMADA JHV VARANASI\*\*\*\*\***

* Supervise the work process andprocedures.
* Developed and maintained exceptional guest servicestandards.
* Directed Staff in daily work assignments to maximiseproductivity.
* Organized the training of Staff for meeting the standards ofservice.
* To Conduct the daily briefings and allot duties to subordinatestaff.
* Willingness to develop team members andshelf.
* Motivate staff through fairleadership.
* To plan the staff duty roster with approval of the manager incharge.
* Flexibility to respond to a range of different worksituation.
* Assists in coordinating specials functions with outletmanager.
* To handle guest complaints and ensure guest satisfaction through immediateaction.
* Coordinate with other departments for the smooth supply of operationalsupplies.
* Maintained and control the par stocks of cutlery, crockery, linen, suppliesand equipment.
* Maintained hygiene and cleanliness standards in the outlet and service area.

**Food & Beverage Supervisor – (March 2015 to August 2017)** **SURYA SAMUNDRA, KOVALAM (NIRAAMAYA RETREATS)\*\*\*\***

* Directed staff in daily work assignments to maximize productivity
* Supervise food service with a view to ensure speed, Quality of service and personalization.
* Developed and maintained exceptional guest servicestandards.
* To conduct daily briefing and allot duties to subordinatestaff.
* Trained and motivate tostaff.
* Established and maintained effective employee workingrelationship.
* To plan to the staff duty roster with the approval of the manager in charge.
* To take appropriate actions to resolve the guestcomplaints.
* Assists in coordinating specials functions with outletmanager.
* Performed the operational duties assigned bymanager.
* Responsible for the maintenance and the upkeep of the service equipment /materials.
* Responsible for maintaining hygiene an cleanliness standards in the outlet andservice area.
* Coordinate with the other departments for the smooth operation.

**Food & Beverage Supervisor- (December 2013 to February 2015)****THE PARK PLAZA, KOLKATA\*\*\*\***

* To organize train and supervise over the restaurant/ in - room dining/ bar service staff for the purpose of giving satisfactory service toguest.
* Developed restaurant sales through setting high standard of the service to guests.
* To conduct daily briefing and allot duties to subordinatestaff.
* To acquire thorough knowledge of food and beverage control procedures and implement thesame.
* To handle the guests complaints and ensure guest satisfaction through immediateaction.
* To inspect all servicestaff.
* To plan the duty roster with the approval of the manager incharge.
* Lead, train and motivate to teammembers.
* Responsible for the maintenance and the upkeep of theservice equipment/materials.
* Responsible for maintaining hygiene and cleanliness of the outlet/service area**.**

## HOT (Hotel Operations Trainee) – (May 2013 to November 2013) *CLUB MAHINDRA, GOA\*\*\*\*\**

## Attend briefings prior to restaurant operation, well groomed and equipped with the basic aids of operations.

* Meet, greet and seat toguests.
* Take food and beverage orderscorrectly.
* Serve food and beverage by the standards of therestaurant.
* Up sell food and beverage.
* Present the bills and receive paymentcorrectly.
* Check and ensure the serviceability of equipment andfurniture.
* Control the inventory of service equipments, allotted to the station.

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| Projects | |
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| **Industrial Internship** | |
| *Organization* | *CLARK AMER* |
| *Duration* | *17 weeks* |
| *Location* | *JAIPUR* |
| *Departments* | *F&B, Front Office, House Keeping, Kitchen* |
| *Other Training Experience* | *Banquet Functions organized by* ***Hotel Maurya, Patna.****.* |

## PROFFESIONAL QUALIFICATION

Experienced individual having B.Sc. in Hospitality & Hotel Administration from Institute of Hotel Management Hajipur, Co- Administrated by NCHMCT Noida & IGNOU (Under Ministry of Tourism, Govt. of India), having sound employable knowledge and skills required to deliver results and meet assigned goals. I am an accountable person aspiring to achieve high career growth through a continuous learning process while keeping organizations' priorities on top, thereby managing and contributing to achievement of organizational goals.

**EDUCATIONAL QUALIFICATIONS:**

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| Bachelor of Science | Hotel Management, Hajipur | Co- Administrated by NCHMCT Noida & IGNOU  (Under Ministry of Tourism, Govt. of India) | 2013 |
| XII | Yamuna Singh College Ekma | B.S.E.B, PATNA | 2008 |
| X | Alakh Narayan Singh High School Ekma | B.S.E.B, PATNA | 2006 |

**Other Educational Qualification**

* Diploma in Computer Application (DCA).

**Awards and Achievements**

* Participated in various theme parties and Flower arrangement of college.
* Organized fresher & farewell parties in college

## KEY SKILLS

* Teamworking
* Excellent catering, food service and organizationalskills.
* Excellent management, training and motivationalskills.
* Salesability.
* Good Leadershipabilities.
* Adaptability.
* Good relationshipskill.

## HOBBIES:

* Reading books and newspaper.
* Listen light music

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## PERSONAL PROFILE:

* Name : Rajeev Kumar Singh
* Father's name : Shri Kamal deo Singh
* Nationality : Indian
* Date of Birth : 25thAugust 1990
* Languages Known : Hindi English.
* Blood Group : B+ve
* Date:
* Place:

**Rajeev Kumar Singh**