

ARINDAM MUKHERJEE

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CURRICULUM VITAE

Cover Letter

Dear SIR

I would like to express my

Career Abstract

- I am a confident organized person with effective communication skills, demonstrated by and the external customers.
- I am equally capable of performing well as a team or independently on my own initiative. I am quick learner with a fixable attitude and work effectively to meet targets.

Strengths

- Dedicated, resourceful and decisive individual
- With highly developed inter-personal skills
- Self-motivated and goal-oriented
- Capable manager and staff motivator
- Function well in high stress atmosphere.
- Excellent work ethic

I look forward to discuss further this opportunity in person and am available for an interview at your convenience.

Thank you **for your time** and consideration.

Arindam Mukherjee

OBJECTIVE

To be potential resource for the organization where I can utilize all my skills and knowledge which would help the organization to grow and further enhance my growth profile. It would be my never ending dedication to maintain the spectrum of integrity, honesty and character. Looking for an exhilarating career with an organization of immediate repute, which demands the best of my professional ability in terms of excellence, analytical organization and communicative skills, and helps me in broadening and enhancing my current skills and knowledge **and today I have 25 YEARS experience in this field.**

CURRICULUM VITAE

Basic info

FATHERS NAME : LATE SATYA NARAYAN MUKHERJEE

Date of birth : 19-08-1973

Gender : Male

Status : Married

Nationality : Indian

Religion : Hinduism

Language : English, Hindi, Bengali, Punjabi, Ooria .

Address : Harisabha Lane, Bose Para, Po- Gondalpara , Chandannagore,
Dist - Hooghly , State – West Bengal

Educational Info : Madhyamic From Patna Board
Intermediate of Commerce From Patna Council.
Bachelor Of Arts.

Skill & Strenght : Goal oriented positive and supportive
Self- motivated team lead with Excellent confidence and commitment
with good leadership.
Ability to work hard and creative even in challenging and tuff
environment.

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Professional Experience

12 November 2021 to till now work in Hotel Royal , as a Operation Manager at Kolkata.

Roles and responsibilities

1. Maintain a good relation with the corporate customer to ensure loyalty.
2. Maintain high standard and essentials.
3. Handel all guests queries.
4. Checking mise-en-place and mise-en-scene and all there meal time.
5. Day to day K.O.T analysis.
6. Performance as well as recognizing positive contribution.

10th April 2021 to 9th Novèmber 2021 work at HOTEL JAVAN international group as a operation manager at DHAKA, BANGLADESH.

Designation : - Operation manager for Food and Beverage Service, Food and Beverage Production, House keeping etc.

7th April 2019 to 6th June 2021 to work at ABACUSE MULTICUISINE RESTAURANT as a operation manager at DHAKA, BANGLADESH.

Roles and responsibilities.

1. Maintain food quality
2. Checking mis-in-place and mis-in- scene and all there meal time
3. Responsible for hiring and training on new staff.
4. Impart training on personality development.
5. Diplomatically and effectively resolve guest issue.
6. Responsible for daily staff briefing.

2nd march 2018 to 6th April 2019 at HOTEL ROYAL as an Operation Manager at KOLKATA.

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Professional Experience

2nd feb 2013 to 10th feb 2018 work at futuristic institute of hotel management.

Designation:- Food and Beverage service professor.

Type:- Hotel Management Institution and Hotel Group.

Roles and Responsibilities:-

- Food and beverage service faculty.
- Impart training on personality development.
- Responsible for hiring and training on new staff.
- Responsible for industrial training and placement.
- Handling of registers and basic administrative accounts.

5th Jan 2010 to 4th Jan 2012:- Consultancy For Setting Up New Projects , Hotels Restaurants And Resorts At Jamsedpur, Dhanbad , Delhi Road , Silver Chimney And Green Land Tower Pvt. At Rupnarayan Pur.

Designation:- Operation Manager

Role and responsibilities:-

- Interact with other departments to ensure total guest service.
- Diplomatically and effectively resolve guest issues.
- Allocation of responsibilities and organize guest felicitation.
- Hire and train guest staff on line as per mission and vision of the establishment.

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Professional Experience

12th Aug 2004 To 14th Sep 2009:- Hotel Smita (Sreeleathers Group of Hotel) Jamshedpur , Jharkhand.

Designation:- food and beverage service executive and duty manager

Role and Responsibilities:-

- Maintain a good relation with the corporate customers to ensure loyalty.
- Resolve the complaints from the corporate and provide them with the best possible resolution based on the situation.
- Regular audit for equipment and essentials.
- Maintain high standard and essentials.
- Handle all guest queries.
- Checking mise-en-place and mise-en-scene at all three meal times.
- Responsible for cash management.
- Performance as well as recognizing positive contributions.
- Day to day KOT analysis.

9th April 1999 to 1st June 2004:- I-Con Food and Beverage Service At New Delhi.

Designation: Restaurant in-charge.

Role and responsibilities

- Executive all operations of events within restaurant.
- Responsible for hiring of new staff and their training.
- Handling of registers and basic administrative accounts.
- Responsible for daily staff briefing.

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Professional Experience

26th June 1996 to 4th March 1999:- The Executive Club, New Delhi

Designation:- Junior Captain.

Roles and Responsibilities

- Executive all operations of events within restaurant.
- Organize and perform complete guest service of food and beverage.
- Increased profit margin of all food and beverage operations on site.
- Supervision of employees.

10th June 1995 to 2nd June 1996:- 1 year industrial training from sterling holiday resorts India ltd. At Mussoorie (Uttaranchal)

I declare that all the above information I true to my knowledge.

DATE :

SIGNATURE
(ARINDAM MUKHERJEE)

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CURRICULUM VITAE

PERSONALITY OVERVIEW

- Excellent oral and written communication skills.
- Excellent customer relation skills, especially in creating a stronger bond with the customers.
- Positive, energetic, off-beat approach to employee relations and customers complaints.
- Remarkable ability to ensure proper selection, training, motivating and counseling of all employees.
- Notable ability to ensure professional, positive attitude and attentiveness of employees.
- Discipline to the core towards work and business.