PROFILE



KAMALAKANTA ROUL

(MTECH,MBA,BE)

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Post Applied For:GM

Exp:15years

**Objective:**

As *someone with an extensive background in Hospitality Industry, my objective is to be obtain a top position which would allow me to share my experience and train the next generation for top Hospitality Industry position.*

**Work History & Experience**

EXPERIENCE:15*YEARS*

1. Management college : Director, Jaleswar Institute of Management, from 2019 onwards.

2.GM-(General Manager ):Mahindra Club & Hospitality(2013-2019)

3.AGM(Asst. General Manager):Mahindra Club & Hospitality 2011-2013(A unit of club Mahindra Group)

4.Opeartion Head: Mahindra Club(2009-2011)

5.Operation In-charge: Mahindra Club(2008-2009)

6. Adminstatative officer :Asia Power (Shikira Higway View )Navi Mumbai–(2006-2008).

**Key points about Indus Club:**

* It is Located at Akurli Rd, Kandivali, Akurli Industry Estate, Kandivali East, Mumbai, Maharashtra 400101  has been making waves in the corporate sector and beyond. Pitched as a secret club, it’s spread across 5acrs area and the space can be utilised to conduct business meetings, host events and network.here are smart work stations, a spa, a gym, private dining rooms,rooms and an auditorium to conduct seminars andworkshops. They also assist the members with secretarial support and bookings of private jets, choppers and yachts.
* The membership, if you have an invite from the club or an existing member, costs 10 lakhs for 20 years.
* it’s an invitation-only club, membership is open for promoters and ‘CXOs’, that is, CEOs/CFOs/CMOs and the likes, of well-known companies, creative leaders from advertising, TV and motion pictures and other eminent and acclaimed professionals.
* The club members also get to have access to private clubs across the world. Could it be the play arena for the citys business elite, where important decisions will be made?

**Reciprocals:**

* The Indus Club also has reciprocals with international clubs. So is you’re in Singapore, you can enter the Tower Club, the St James’s club in London, and other clubs in LA, New York, etc. Their aim is to cover 11 major cities across the world by way of reciprocals. No hasty decisions are being made as Mr. Thawani makes sure all reciprocals are also of the same category and high standing.

**Following Responsibilities which has been controlled :**

General Responsibilities :

* Whichever industry he works in, his main responsibility is to manage and supervise all aspects of the company as a whole.
* Normally, a general Manager has to report to an work under the Supervisor of the Vice President (VP) of Chief Executive Officer (CEO), depending on the top level hierarchy of the organization. In some cases, the company president of the CEO may as well carry out the duties of a Resident Manager.
* .The duties in the job description mainly include managing and coordinating work of process managers working under the Resident Manager. His duties also comprise devising and planning of company policies, and discussing them with the top management of final discussion them with the top management of final approval. A general manager develops guidelines of operation for certain processes, which are directly under his authority.
* He has to devise and set up an annual budget and fiscal plan, and present it before the board of directors. He has to prepare elaborate reports of the functioning of all the departments under the his authority, and submit reports to the top management for performance review.
* A general manager can even play an important part in recruiting and training the managers under him. Imparting training to new practice manager regarding how to increase employee performance, is also his responsibility.

**Industry Specific Duties :**

* The duties and responsibilities vary from the place of work and also the industry where the services are being provided. Here are a few industry specific responsibilities of a general manager

**Marketing :**

* To carry out proper analysis on the market research data.
* On the basis of the analysis report, to develop an effective marketing strategy that takes into account all the marketing mix aspects.
* To develop and maintain good customer relations. Managing and coordinating with the third party advertising and marketing agencies.

**Finance :**

* To review financial statements, sales reports, purchase reports and keep a track of the same.
* Analyze areas where cost cutting can be done.
* To play an active role in purchase negotiations.
* To strengthen the companies funding base.
* To adhere to the company finance policies.
* To conduct regular audits.

**Information Technology :**

1. To keep oneself updated with the latest MIS systems and also to train other employees.
2. To develop and design new information systems that will also help to expand customer base.
3. To update the IT governance strategy and development process for keeping up with the market scenario.
4. The negotiate and maintain the SLA (Service-Level-Agreement) of all the products of the firm.
5. To conduct regular IT audits.

**Hotel :**

* To initiate activities for improving customer satisfaction.
* To coordinate with the head chef for the catering menu and other related activities.
* To ensure that the overall quality standard of the hotel is maintained.
* To conduct training session for the staff on regular basis.
* To closely monitor the daily financial activities construction.
* To deal with the customers and maintain healthy relations with them.
* To present the companys proposal for a project and discuss it with the customer.
* To monitor the construction project progress.
* To coordinate the activities related to the project.
* To monitor the inflow of the raw materials needed for the project.

**Production/Manufacturing :**

* To plan the monthly production activities and monitor them.
* To supervise the manufacturing activities in the plant.
* To plan all the resources needed for timely production.
* To participate in the budgeting activities related to the plant.
* To coordinate with the other departments.

**General Administration :**

* Management and control of all hotel and F&B operations, which includes banquets bars and rooms.
* General administration.
* Departmental performance and assessment.
* Recruitment and training of staff.
* All kind of reports-sales reports ,inventory reports, consumption reports, hotel budgets, department wise budget food coasting , gop reports, etc

***Easily Can Handle:***

1. *Marketing*
2. *Finance*
3. *Information Technology*
4. *General Administration*
5. Budget setting .
6. Project automation .
7. Project coordination .
8. Audit the different project as per concern.
9. Setting the goal for different branches.
10. Setting the document clear and shine*.*
11. Controlling the staff by appropriate procedure*.*
12. Making training program.
13. Office management programming
14. Initialization the instrument and trained to other.
15. Control the whole unit smoothly.

**EDUCATIONAL DETAILS:**

1. Completed Post Graduation Diploma in Operation Management.
2. Completed MBA (HR & Marketing)
3. Completed M.Tech. in Electrical.
4. BE in Electronics& Telecom from BIET,odisha (2006).
5. +2sc from D.K.college ,jaleswar.odisha(2000-2002)
6. 10th from town high school Jaleswar,Balasore,Odisha(2000)

PERSONAL DETAILS:

FATHER: Ramchandra Roul

MOTHER :Janaki Rani Roul

D.O.B : 05-05-1985

Blood group :B+

Nationality : Indian

Marital Status :Married

Language:Odiya, Hindi,English,Bengali

**Address:**

Military bazaar,Rajpur,Jaleswar,Balasore,756032

Declaration:

I do here by declare that all the information provided above is true to the best of my Knowledge and belief.

KAMALA KANTA ROUL

Signature