 **Resume**

**Manish NitinKhetade**

Jai Mahavir Apt,

Flat no: -202/A,

Ulhasnagar: -421004.

Mobile: - **9284971652.**

Email: khetade\_manish@yahoo.com

**Objective: -**

Dedicated hospitality industry with more than 14 years of experience providing clients with the highest degree of hospitality and customer service by ensuring that facilities meet and exceed expectation. Strong leader possessing outstanding work ethic and integrity, always dedicated to the team and organization.

“Companies growth is my growth.”

**SKILLS: -**

* **Executive team leadership.**
* **Project management.**
* **Good communication skills.**
* **Implement cost control**.
* **Staff management.**

**Qualification: -**

* **Apr 08 to Mar10**: **Higher Diploma Hospitality Management. (Switzerland)**
* **Jun 04 toDec05**: **Diploma Hotel Management. (Mumbai)**
* **Jun 03 to Jun 04**: **Senior Secondary Examination. (New Delhi)**
* **Jun 01 to Apr 03**: **High School Examination. (Mumbai)**

**Work Experience: -**

**Jan 21 to July 21 General Manager**

**Hotel Mayur Express (A unit of Hotel Express Club)**

**(12 Rooms, 01 Restaurant, 01 Bar, 01 Rooftop Restaurant,01 Banquet, 01 Marriage & 01 Party Lawn)**

* **Nature of duties: -** 
  + - * Appointed for pre-opening for six Month contract period through Private consultant firm for soft opening and staff recruiting, train including H.O.D for all department, create S.O.P for operations and setup all the departments.
      * Official work needs to handle for license and permission through submitting official letter.
      * Negotiating with vendors and fix the price for daily use (grocery, provision and dairy product).
      * With fix price contract vendor for temporary staff. Easy to budget management sales and purchase with staff salary.
      * Menu planning with chef and management for restaurant and bar. As well as event packages and marriage packages with food options menu.
      * Monitor day to day online business and review, sales reports, operations and meeting with H.O.D.
      * Maintains effective open-door communication system that crosses departmental lines in order to reach all employees. As well as on monthly bases selecting one employee with H. O.D voting best employee award to motive other staff as well.
      * Always Maintain friendly and working ambience with Junior and Management. And open for business related suggestions or trial plans.
      * Speak to the guest for their suggestion on food and ambience. Also share upcoming events and renovation or changes. Which I use to bring confront to management.

**Mar 20 to Nov 20 General Manager**

**Haut Monde (Hillstream)Resort, Dehradun.**

**(24 room, 02 Restaurant, 01 Banquet, 01 lawn & swimming pool)**

* **Nature of duties: -** 
  + - * + Supervise day to day operations and maintain report for all the department including Sales and expenses report as well as vendor management.
        + Meet to the guest on daily bases to make sure they are comfortable and know them activities in premises and nearby locations.
        + Coordinate with Human resources to hire staff and trainee as per requirement in season.
        + Coordinate with Management institute and make sure those trainees are willing to work and trained in all operational departments in training schedule.
        + While operating entire management to motivate staff there is work performance report submit and reward on monthly bases.

**Jan 19 to Feb 20 Operation Manager.**

**(Veda5 Wellness Retreat, Rishikesh)**

**(24 room, 01 Restaurant, 01 Yoga Hall, 01 Rooftop banquet and etc)**

* **Nature of duties: -**
* Oversee the entire **Operations** include front office, housekeeping, security, guest relations, food service.
* Conduct regular operations team meeting with all the HOD daily to discuss routine operational matters. Minutes of the meeting sent to Retreat manager.
* Random inspecting the stores (F & B / Kitchen / Housekeeping & Maintenance) to check the stock in hand (quality, par stock levels & expiry dates) with the HOD of consent Department.
* Co-ordination between all departments for smooth & efficient operations to look after customer satisfaction.
* Take the daily reporting from all the HOD and maintain a follow up with vendor. Those need to share with Retreat Manager and General manager.

**Sept 15 to Jan 19 Resort Manager.**

**(Faith and Care Hospitality Service Group)**

**(60 rooms, 02 Banquets, 03 outlets, 01 marriage lawn and 01 swimming pool )**

* **Nature of duties: -**
* Managing and Responsible for the day-to-day operations of a resort with including lodging facilities.
* Daily account detail and summary report been checked and share to Directors, Vice president and Account department.
* Organizing and maintaining files for any kind functions and their menu with a discussion of Guest and Chef.
* Personally, check with the guest if there is any query and also to develop good relationship with them.
* Supervise, train, motivate, and schedule staff.

**Mar 13 to Aug 14 Assistant Manager.**

**(Professional Caterers & Services).**

**(**Multi – Sites with canteen Contract with center kitchen in Mahape)

* **Nature of duties: -**
* Managing the food and beverage provision for functions and events.
* Ensuring health and safety regulations are strictly observed.
* Monitoring the quality of the product and service provided.
* Maintaining stock levels and ordering new supplies as required.
* Negotiating contracts with customers, assessing their requirements and ensuring they are satisfied with the service delivered (in contract catering).

**Nov 11 to Jan 13 Sr. Front Office Executive**

**(Shangrila Resort and Waterpark).**

**(69 rooms, 02 Banquets, 04 outlets, 02 marriage lawn and 01 Amusement and Water park )**

* **Nature of duties: -**
* Reservation service is efficient and Reply to the guest by mail or by call to confirm it.
* Handle each and every guest with an prior and comfortable service.
* Make sure that the check-in and check-out procedure is done properly with the guest.
* Record keeping and organization of filing.
* While the guest checkout coordinates with other Departments, if there is any pending bills on the room by the guest.

**Sep 10 to Sep 11** **F&B Manager**

**Restaurant Royal India.** Geneva, Switzerland

* **Nature of duties: -**
* Select or create successful menu items based on many considerations, and assign prices based on cost analysis.
* Recruit, hire, and overall training for staff.
* Personally, supervise the kitchen and maintain the quality and quantity food for the guest as well as staff.
* Ensuring compliance with all fire & safety, food & beverages, labour and all licences are renewed on time.
* Maximizing sales and meeting profit and financial expectations.

**Aug 09 to Mar 10 Housekeeping and Room service**

**Hotel Basletor.** Luzern, Switzerland

* **Nature of duties: -**
* Breakfast-buffet preparation and attention on it.
* Supervise rooms and insure cleanliness & maintenance goals.
* Supervise the public area (lobby,pool, business and etc).
* Maintain the co-ordination with all dept for check-in and check-out service.
* Distribution of materials and goods in hotel sector.

**Sep 08 to Feb 09 TRAINEE Kitchen Department.**

**Restaurant Hot Wok.** Zurich, Switzerland.

* **Nature of duties: -**
* To assist in the preparation of food.
* To assist in the serving of meals to clients, staff and

others and the setting and clearing of tables.

* Assist in stock taking and storage of stock, including checking deliveries.

**Mar 06 to Sep 07 Asst. Manager**

**Dylan Caterers.** Mumbai, India.

* **Nature of duties: -**
* Looking after buffet setup for all meals also meantime need to take care of cashier counter.
* Check Quality of deliveries of fresh food and baked products.
* Inventory for the stocks.
* Planning menu with chef food prepare and methods.
* Recruiting and training permanent and casual staff.

**Jan 05 to July 05 TRAINEE House Keeping, F&B Service**

**Hotel Heritage Comfort Inn.** Mumbai, India.

* **Nature of duties: -**
* Look forward the hygiene and maintenance.
* Inspects rooms before they are available for sale.
* Communicates the status of guestrooms to the Front

Office Department.

* Maintains recycled and non-recycled inventory items.
* Ensuring that guest personal information was accurately

recorded and that bills were correctly made for departure.

* Taking food and beverage to the room on the request the guest.

**Personal Details: -**

**Father’s Name :** NitinShantaramKhetade

**Date of Birth** : 24thSep, 1984.

**Marital Status**  : Unmarried.

**Nationality** : Indian.

**Hobbies** :Travelling & Photography.

**Language Proficiency**  : English, Hindi, & Marathi.

**Passport details: -**

**Passport Number : M8614668.**

**Place of Issue : Thane.( Mumbai )**

**Date of Issue : 01.04.2015.**

**Date of Expiry : 31.03.2025.**

**Date: - 08.09.2020**

**Place: - Mumbai. Manish NitinKhetade**

**Reference will be provided if required.**