



ARCHANA RAI

18/79 Gandhi ashram, Agra India-282003

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EXECUTIVE - FOOD & BEVERAGE

ABOUT ME

An organized and detail oriented individual with 6 Years of experience in hospitality industry. Able to prioritize and delegate task efficiently and effectively to ensure timely project completion within the team environment. Highly motivated with keen to learn everyday.

PERSONAL DETAILS

Date of birth
01st Oct 1994

Nationality
Indian

Passport No.
P5533525

Marital status
Single

WEBSITES SOCIAL LINKS

Linkedin:
<https://www.linkedin.com/in/archana-rai-606496126>

Instagram:
<https://instagram.com/archana3197?igshid=rfp8wgc3yotz>

WORK EXPERIENCE

DOUBLE TREE BY HILTON JAIPUR

India
16th March 20-
Present

Executive - Food & Beverage

- Managed In Room Dining and overlooking All day dining restaurant.
- Responsible for the GQA (Guest Questionnaire Analysis) Scores of the restaurant and Focused on trainings.
- Followed current instructions with regards to hygiene and keeping records of the documents.
- Responsible for restaurant maintenance, overlooking the ordering process, Team roster,trainings.
- In- charge of overall F&B CGS Inventory

SUJAN RAJMAHAL PALACE , JAIPUR INDIA

Jul 18- Mar 20

Supervisor - Food & Beverage

- Responsible for the bar operation and overlooking the all day dining restaurant
- Up keeping of menu and created beverage/signature cocktail list for the pool bar
- Responsible for team trainings, roster & ordering Procedures.
- Responsible for overlooking the guest enquiries and ensured proper service with standard set

ALILA FORT BY HYAAT JAIPUR INDIA

May 17- May 18

Supervisor - Food & Beverage

- Train and lead teams of food and beverage servers to ensure that Sop are followed and the standards are maintained at all time.
- Increasing the level of guest satisfaction by PROMPT delivery of an improved product through employee development, job engineering and quality image.

HILTON HOTELS & RESORTS JAIPUR INDIA

Dec 15- Apr 17

Assistant & Bartender - Food & Beverage

- Responsible to manage the bar
- Responsible for ordering and up keeping the bar
- Maintained beverage inventory and did reconciliation.
- Maintained high standard to ensure the drinks dispensed from the bar are up to the standard to keep the guest happy

RADISSON BLUE, AGRA INDIA

Oct 14- Nov 15

Assistant- Food and Beverage

- Assigned to work in All day Dining than transferred to Indian Speciality Restaurant .
- Carry out daily regular operational chores set by the Manager/Supervisor in a timely and effective manner

REFERENCES

AVAILABLE ON REQUEST

LANGUAGES

ENGLISH



HINDI



EDUCATION & CERTIFICATE

**BHARTHIYAR
UNIVERSITY,
Coimbatore,
India**

Bachelor of Science

3 Years Degree & 1 year
Diploma in Hospitality.
B.Sc- Hotel Management

AWARDS & CERTIFICATION

Achieved recognition and certification
many times for best in service

Nominated as south east Asia and India
Team Member from Hilton, Jaipur, India

SKILLS

- Staff development talent
- Diverse beverage knowledge
- Decision Taking
- Smooth to work under pressure
- Influencing and persuasive

HOBBIES

Cooking food, Dancing, Interacting with new people, Singing, Reading