

# **CURRICULUM-VITAE**

## **Correspondence Address**

Papu Kumar Tiwari  
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Uttam Nagar, Delhi  
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**PAPU KUMAR TIWARI**

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## **CAREER OBJECTIVE:**

- To work with sincerity and honestly to improve my skills and to see the organization growth leaps and bounds.

## **PROFESSIONAL QUALIFICATION:**

- 3-Years Bachelor Degree in Hotel Management Catering Technology and Tourism from 'SAMS' Institute of Hotel Management. {Varanasi} U.P.

## **ACADEMIC QUALIFICATION:**

- Passed 10+2 with Science (PCM) stream from Bihar Board.

## **AREA OF INTREST:**

- Food & Beverage Service Department.

## **EXPERIENCE:**

- 22- Weeks Industrial Training from NIZMAR RESORT, Goa.
- Worked with THE MANOR Hotel, Aurangabad as F&B service Associate.
- Worked with CLUB MAHINDRA NATURE TRAIL, Corbett as Senior F&B service Associate.
- Worked with JAYPEE PALACE HOTEL& CONVENSON CENTER, Agra as Senior F&B Associate from 1<sup>st</sup> Feb 2011 to 11th Nov 2013
- Worked with ASIAN RRED HOT BISTRO, Dlf cyber city Gurgaon as Senior Captain.

- Worked with LONDON KITCHEN CO as pre opening team from 20<sup>th</sup> Nov 2015 to 15<sup>th</sup> May 2016 as a Senior Captain.
- Worked with The California Boulevard & AMPM Café Rajouri Garden from 16<sup>th</sup> May 2016 to 1<sup>st</sup> Aug 2017 as a F&B Executive.
- Worked with TGI Fridays (Kingdom of Saudi Arabia) as an F&B Executive from 6<sup>th</sup> Aug 2017 to 6<sup>th</sup> Aug 2019.
- Worked with The G.T Road Restaurant in Delhi as Assistant Restaurant Manager from 20<sup>th</sup> Aug 2019 to 25<sup>th</sup> Aug 2020.
- Presently I am working with The G.T Road Restaurant in Delhi as a Restaurant Manager from 20<sup>th</sup> Aug 2020 to till now.

## **DUTIES AND RESPONSIBILITY:**

- Perform all necessary tasks for food & beverage service according to the standard of performance of the Luxury 5\* hotel.
- Ensure all food safety procedures are strictly adhered to according to sanitary regulations.
- Work closely with management to meet revenue objectives.
- Implement appropriate strategies to resolve adverse trends and improve sales.
- Maintain safe working conditions.
- Follow company policies and procedures regarding the handling of cash, property, products and equipment.
- Audit inventory levels to ensure product availability, and order products as necessary.
- Hire, train, and supervise restaurant employees.
- Create staff schedule to ensure appropriate staffing.
- Track stock levels of food, supplies, and equipment, forecast needs, and oversee ordering as necessary.
- Take ownership of budgets and cost control methods minimize expenses.
- Address customer needs, comments, and complaints.
- Adhere to and enforce employee compliance with health, safety, and sanitation standards.

- Process payroll and maintain all relevant records.
- Ensure all employees are working within outlined operating standards.
- Report on financial performance, inventory, and personnel.
- Consistently monitor quality of food & beverage being served.
- Practice good Guest relations and attend to Guest complaints queries satisfactorily.
- Responsible for maintaining hygiene and cleanliness standards in the outlet/service areas.
- Responsible for building thorough knowledge of food and beverage served in the restaurant.
- To be able to use micros and understand all features available.
- Responsible for proper charging and billing of guest consumption.
- Responsible for maintaining appropriate inventory and proper condition of equipment and operating supplies.

### **STRENGTH:**

- Punctuality
- Honesty
- Self Confidence and strong will power
- Positive Attitude
- Ability to Handle the Situation
- Good Communication Skills
- Dedicated to works

### **KEY SKILLS:**

- Time management
- Knowledge of Arabic language

- All paper Work related to F&B Service operation.
- Quick learning power
- Working in team environment
- Leadership qualities
- Looking for new ideas
- Capable to handle responsibilities and challenges effectively

### **LANGUAGE KNOWN:**

- English
- Arabic
- Hindi

### **PERSONAL DETAILS:**

- Name : Papu Kumar Tiwari
- Date of birth : 25<sup>th</sup> January, 1987
- Father's Name : Lt. VyasTiwari
- Permanent Address: Village-Tiwari tola, P.O- Dariyapur,  
P.S-Sangrampur, Distt- East Champaran (Bihar)  
Pin Code- 845434
- Nationality : Indian
- Sex : Male
- Marital Status : Married
- Hobby : Singing & Listening Songs.
- Contact No. : 9990358449
- E-mail ID : [pappu.twr@gmail.com](mailto:pappu.twr@gmail.com)
- Passport No : N4485711

### **DECLARATION:**

- I hereby declare that all above mentioned information given by me are true and correct to the best of my knowledge.

Date: .....

Place: .....

(PAPU KUMAR TIWARI)