

# Curriculum Vitae



## **ANIL KUMAR**

**Preet Vihar Rawat Mohalla Lane No-1  
Balawala Dehradun  
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**Subject: - "Applied for the Position of General Manager/Operation Manager "**

### **CAREER OBJECTIVE:**

- To be an integral part of a reputed organization and work in a challenging and dynamic environment. To contribute to the development of the organization, which I represent and serve, while concurrently upgrading my skills & knowledge.

***I run my company from October 2018 to November 2021, now I have closed my company due to lack of business & Partnership too, which was related to Hotels/ Restaurants Consultancy and Commercial Kitchen Equipment Manufacturing.***

***I have provided my consultancy services in more than 12 projects since 2018, which includes Hotel/Resort/Restaurant.***

### **PROFILE SUMMARY & CORE COMPETENCIES**

➤ A seasoned professional with over 14+ years of commendable success in:		
~ Hotel /Resort /Restaurant Operations	~Quality Management	~ Customer Presentation
~ Multi Site Operations	~ Recruitment / Hiring & Training	~Motivation& Empowerment
~ General Administration	~Training& Development	~Pre-Opening Setup
~ Sales & Marketing	~Development Department SOP/Key Responsibilities	

### **7 Seasons Resort & Spa Jamnagar Gujarat**

#### **General Manager**

**From December 2017 to September 2018**

##### **Profile summary:-**

- Delivered leadership for an oversight of a historic Luxury Resort in Jamnagar Gujarat with 28Rooms,30Vills,140cover multicuisine restaurant/40cover bamboo hut restaurant,30pax conference hall,6000soft banquet hall,8000sqft one lawn,approx. 80000sqft one big lawn, swimming pool, own movie theatre, game zone, spa, children park.
- Demonstrated abilities in handling human resource management and inventory management activities.
- Proficient in managing menu planning, inventory management and maintenance of a hygienic environment in kitchen and entire operation.
- Aggressive business tactics with strong exposure of working with prominent and high profile accounts; built solid track record of successful rollout, management and turnaround of fortunes through astute planning and execution of activities.
- Self-confident & determined personnel with excellent analytical, interpersonal, motivation & people management skills.
- Designing & implementing standard operating procedures, monitoring overall functioning processes identifying improvement areas and implementing adequate measures to maximize efforts in all three projects.
- Leveraging business, creating product solutions and turned around new initiatives into profit-making ventures.
- Mapping business requirements & coordinating in developing & implementing processes in line with the pre-set guidelines.
- Devising and implementing optimum strategies to ensure top line and bottom line profitability with key emphasis to develop business through new accounts and service the existing clients.
- Ensuring operational efficiency of the highest standards in various departments viz. F&B Production & Service, Banquets, Restaurants, Bars & Lounges, Front Office, Guest Operations, Outdoor Catering, Events, IRD, etc. through the best training.
- Overseeing the maintenance of health & hygiene standards.

- Assuring high quality service to the clients for maximum customer experience and delight in all the satisfaction parameters (time, quality, food service, entertainment, etc.); taking feedback from guests to provide highest quality of service.

**Essence of Nature Resort Ranikhet Uttarakhand:-**

**Promoted as an Operation Manager**

**From 1<sup>st</sup> May 2015 to November 2016**

**36 operational luxury rooms, one Spa/ one multi cuisine restaurants/ play room/yoga room /one conference hall 1500 squire fit/ children park/own cow set/organic vegetable farm.**

**Key Responsibilities:-**

- Create courteous, Discipline, Friendly & professional work environment.
- Responsible for the recruiting, counseling, ongoing training and development of all staff. Organize monthly meetings and perform follow-up with all necessary staff.
- Opportunities and motivates high performance amongst team members.
- Responsible for overall Management of Resort.
- Handling customer queries for better turnaround time and customer satisfaction. Identifying prospective clients, generating business from the existing clientele to achieve business targets.
- Interacting with the clients on a regular basis & providing redresser to all their queries, complaints & handling all client relation.
- Performs weekly inspections to ensure quality. Ensure all communication standards are being met and all association administration duties are being carried out.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Manages the long-range staffing needs of the department.
- Approves the menus proposed by the Executive Chef for all outlets and special events.
- Maintains food and beverage personnel records & Develops and implements policies and procedures for food and beverage departments.
- Administrators daily to help assure the highest level of guest satisfaction.

**Essence of Nature Resort Ranikhet Uttarakhand**

**Pre-Opening Assistant Resort Manager**

**From 21<sup>st</sup> June 2014 to 30<sup>th</sup> April 2015**

**Precious Hospitality & Leisure Pvt.Ltd**

**Banquet Manager Operation & Sales at Noida Golf Course**

**(From 1<sup>st</sup> November 2012 to 10<sup>th</sup> June 2014)**

**Key Responsibilities**

Pre-Opening Banquet Operation & Sales Manager ensured that the department is made operational as per the standard of the palace, including SOP's, inventories/checklists/hiring & training of the staff.

- Handled 5 Banquets Operation & Sales as well, responsible for 160 Cover Multicuisine Restaurant & 75 Cover Coffee Shop 45 cover bar as well
- Report to the Area General Manager.
- Taking All Kind of Banquet Booking like, Marriage, Reception Get Together, Cocktail Dinner, Corporate Events Birthday, Etc.
- Menu planning consultation with the chef each function.
- Train the F&B staff and instruct on best methods to provide superior service.
- Planning staff shift according to the function.
- Supervise the Daily operation of the Banquet area (order and maintain supplies, review set up and food & beverage preparation & service).
- Meet with guest to review the banquet event order and to review any changes and /or problem to ensure delivery of quality product.
- Prepares staff schedules as per need of the function.
- Organize and develop the food and beverage service of organization and business.

**Hotel Park Plaza Faridabad Haryana****Food & Beverage Executive**

➤ 28<sup>th</sup> December 2011 to 25<sup>th</sup> October 2012

**White Potato Restaurant****Pre-Opening Assistant Restaurant Manager**

(A Unit of Shri Guru Prasad Restaurant Pvt.Ltd) Vadodara Gujarat

➤ 15<sup>th</sup> December 2009 to 30<sup>th</sup> November 2011

**Hotel Madhuban Dehradun****Promoted as a Banquet Captain**

➤ 15<sup>th</sup> October 2008 to 30<sup>th</sup> November 2009

**Hotel Madhuban Dehradun****Sr.Steward**

➤ 6<sup>th</sup> August 2007 to 15<sup>th</sup> October 2008

**Hotel Operational Training****Taj Residency Vadodara (Gujarat)**

➤ 15<sup>th</sup> June 2006 to 22<sup>nd</sup> June 2007

**Industrial Trainee****Taj Residency Vadodara (Gujarat)**

➤ 7<sup>th</sup> December 2005 to 31<sup>st</sup> May 2006

**Academic Education**

➤ Bachelor of Arts done with English Literature in 2007 from (HNB) Garhwal University.  
➤ 10+2 from (UA) Board in 2003.  
➤ 10<sup>th</sup> from (UP) Board in 2001.

**Professional Qualification**

➤ I have done One year diploma in Hotel Management from Ram Institute of Management & Catering Technology Dehradun in 2005 -06.  
➤ Bsc.in Hotel Management from Fusion Institute of Hotel Management from Dehradun since 2014.

**Personal Details**

Name	Anil Rawat
Date of Birth	05 <sup>th</sup> march 1986
Father Name	Late Shri Hari Singh Rawat
Marital Status	Married
Permanent Address	Vill –Nougaon Pajyana Post-Paithani distt- Pauri Garhwal Uttarakhand 246123

➤ I am cheerful, confident and am use to dealing with people at all levels. I like new challenge and I will persevere to see things through. I like to be will organized and I take pride in my work.

**Thanks & Regards**

Anil Kumar