

Curriculum Vitae



ANIL KUMAR

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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 multicusine restaurant/40cover bamboo hut restaurant,30pax conference hall,6000sqft 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 1st 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 21st June 2014 to 30th April 2015

Precious Hospitality & Leisure Pvt.Ltd

Banquet Manager Operation & Sales at Noida Golf Course

(From 1st November 2012 to 10th 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**

- 28th December 2011 to 25th October 2012

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

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

- 15th December 2009 to 30th November 2011

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

- 15th October 2008 to 30th November 2009

Hotel Madhuban Dehradun**Sr.Steward**

- 6th August 2007 to 15th October 2008

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

- 15th June 2006 to 22nd June 2007

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

- 7th December 2005 to 31st May 2006

Academic Education

- Bachelor of Arts done with English Literature in 2007 from (HNB) Garhwal University.
- 10+2 from (UA) Board in 2003.
- 10th 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 th 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