



VICKY SHARMA

E-Mail:-*Hoteliersharma8@gmail.com*

Vs4931799@gmail.com

Contact No:- 9805217478,7018654510

CAREER OBJECTIVE

To work in challenging atmosphere and put any potential to the best use for fulfilling organization's goal and learning maximum in the process.

EMPLOYMENT HISTORY

1 Feb to till now.

Working as Asst.Banquet Manager' in BLOOM BOUTIQUE AMRITSAR.

COMPANY PROFILE

Hotel BLOOM BOUTIQUE AMRITSAR is a reputed name in hospitality industry in which is having 53 exquisitely furnished rooms, one Multi cuisine Restaurant, 01 Bar & Pub, 24hrs Room Dinning, 04 Banquet Halls which has the capacity of 20 to 200 pax.

Key responsibility:-

- *Reporting directly to the HOTEL MANAGER.
- *Advance planning of F & B operations with co-ordination concern Dept.
- *Prime responsibilities like to resolve guest issues, handling the bills, information, check guest satisfaction score, training new staffs, briefing the staff before operations
- ° Reviews staffing levels to ensure that guest service, operational needs and financial objectives are met.
- *Responsible for all Food & beverage Outlets.*
- *Responsible for cleanliness, Hygiene, Standard of the Associates Outlets*
- *Planning each event to runs smoothly,checking all bills are paid on time.*
- *Managing food and beverage team, Briefing staff and checking the room set-up before the event*
- * Leadership skills to motivate and manage the team*
- * The confidence to liaise with other heads of department and deliver what the client wants * Good communication skills to find out exactly what your clients want*
- *Maintaining quality and consistency of food for enhancing satisfaction amongst customers*
- *Personal charm to greet organizers, hosts and VIPs and to show clients you are giving them full attention*
- * Excellent organizational and administrative skills*

August 2019 to January 2023

Worked as 'EXECUTIVE F&B' in. BLOOM BOUTIQUE AMRITSAR

Pre opening:-

COMPANY PROFILE

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Key responsibility

- Reporting directly to the F&B Manager.
- Responsible for each food & beverage promotion which happens goes smoothly.
- Responsible for every guest,s experience in breakfast, Banquet,
- Prime responsibilities like guest issues, handling the bills, information, train new staffs,
- brief the staffs before operations and supervising.
- check on all aspects of grooming before & during the operational hours.
- Handling Shift in absence of manager.
- Training & motivating the staff.
- Maintaining the records for CCG.

Worked as Guest Service associate in Fortune Avenue Jalandhar:-

Pre opening

COMPANY PROFILE

Fortune avenue jalandhar is a reputed hotel in jalandhar. It is classified 4* hotel which have 51 rooms one 24hrs restaurant, one bar, 24 hrs room service one banquet which as capacity 80-100pax.

Key responsibility

- Reporting to the Food & Beverage Executive.
- Advance planning of F & B operations in co-ordination with concerned Dept.
- Responsible for cash inventory.
- Analysis of food & beverage item sale report.
- Training & motivating junior staff.
- Responsible for holding section & provide the best service standard to the guest.
- Co- ordinate with the bus person ,kitchen staff, bar staff to ensure smooth operation & guest satisfaction.

EMPLOYMENT HISTORY

SEPTEMBER 2017 to August 2018

Worked as 'Guest Service Associate' with ROYAL TULIP KUFRI SHIMLA

COMPANY PROFILE

Royal tulip is a reputed name in hospitality industry in north India which is situated in Shimla in the state Himchal Pardesh . It is classified 5 Star hotel which having 58 exquisitely furnished rooms, One 24 hrs coffee shop, bar, 24 Hrs room dining, One Bar, swimming pool, and One Banquet which has the capacity of 250 TO 300 Pax.

PAST EXPERIENCE – I

Six months worked as a food& beverage associate with Pride Surya Mountain Resort meclodgani Dharamsala .

INDUSTRIAL TRAINING

Six months Industrial Training from **Hilton garden Inn gurgaon.**

PROFESSIONAL QUALIFICATION

☐ Done Three year degree course of B.sc in Hotel Management & Catering Science of HIHT. (Shimla).

ACADEMIC QUALIFICATION

- Matriculation from HP Board.in year 2012.
- 10+2 from H.P.Board in 2014

COMPUTER PROFICIENCY

☒ Basics & Fundamentals,MS-Office, IDS,MS-WORD,POS,

COMMUNICATION SKILLS

☐ Effective communication skill with language English, Hindi, Panjabi.

PERSONAL PROFILE

- ☐ Date of birth : 20may 1997
- ☐ Father's name : Mr Pritam chand
- ☐ Permanent address : Village-Raihri, post office Samaila, Tehsil- Sarkaghat, Mandi (H.P.)pin code - 175034

FUNCTIONAL

Banquet Manager/ Restaurant Manager

Reason of change : Better prospective with professional challenges
Date of availability : Within 30 days
Expected salary : Negotiable
Location preferable : Anywhere in India

DECLARATION

I hereby affirm that above information in this document is accurate and true to best of my knowledge.

Date :

Place :

VICKY SHARMA

