



SK NAIM UDDIN

Kolkata, India

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sknaimuddin234@gmail.com

Personal Details

Nationality:
Indian

Date Of Birth:
12.11.2001

Marital Status:
Single

Passport Number:
Z6948048

Area of interest:
F&B Service (Restaurant,
Banquet, Bar)

Permanent Address
25 Jaigirghat Road,
Thakurpukur, West Bengal,
Kolkata-700063

Strength:

- Sincere and Hard
working

SK NAIM UDDIN

CARRER OBJECTIVE

To work in a good company that provides me proper ambience to sharpen my skills, sharpen my values, stretch my limits and widen my horizons.

ACADEMIC CREDENTIALS

- 3 Years B.sc course in Hospitality and Hotel Administration from Gurunanak Institute of Hotel Management (GNIHM).
- Passed higher secondary from Barisha High School with 81%.

COMPUTER SKILLS

- MS Office Basics

CORE COMPETENCIES

- Good Interpersonal Skill
- Good Communication Skill
- Verry Presentable & Well Groomed
- Verry Attentive & Be Able To Think On Own Feet

EXPERIENCE

Company: ITC ROYAL BENGAL AND SONAR
Designation: NAPS in F&B Service
Duration: Since 01.08.2022 - present
Category: 5 Star
Rooms: 693

- Meet & greet guests in friendly & warm manner.
- Coordinate with event host on all aspects of the banquet function.
- At the end of event taking feedback from the event host.
- Maintaining standard and delivering the authentic hospitality to our all clientele.
- Handling INTERN & CASUAL (BST)also brief & teach them about function.
- Check banquet hall, setup, buffet, back area, service, for proper Setup and cleanliness.
- Ability to respond quickly and accurately to guests request.
- Maintaining the operational equipment inventory.
- Train Casuals about their grooming and personal hygiene.

- Leadership Skill
- Team Player
- Decision Making
- Self-Motivation
- Excellent interpersonal and communication skills in a professional manner.
- Ability to learn and work under pressure.
- Confident and good team player.
- Ability to learn quickly and adapt to changing environments and willingness to accept responsibilities.
- Ability to deal effectively with multicultural environment

Languages Known:
Bengali, Hindi, English

- Settings up hall, buffet, making buffet tags.
- End of the event planning for next day event and setting up for next day.
- Making BTR for the event.
- Associated with Banquet Bar

INTERNSHIP

Company: ITC Royal & Sonar (Kolkata)

Duration: 11 Months

Duties and Responsibilities:

- In coffeeshop greetings the guests and make them sit, serving water, snacks etc and clearance the table & set the table.
- Setting up tea/ coffee & soup counter & run the tea/coffee & soup counter
- I worked in room service for 2 weeks.
- Worked in Banquet Bar and learned about alcoholic spirits and cocktails.
- Anticipation of guest needs.
- Ensure the cleanliness of dining area and serving standards.

Declaration:

The above details are true and correct in the best of my knowledge and belief. I promise to render satisfactory services with loyalty and devotion if I appointed in your esteemed organization.

Place:

Date:

SK. NAIM UDDIN