

Bhawani Shankar Bairagi

Kanwas, Dist-Kota (Raj.) | bhawnish92@gmail.com | 7878592540

Objective

To obtain a Manager position where I can leverage my managerial skills, strong work ethic, and experience in education and operations to contribute to the institution's success.

Education

Degree	School/College	Board/University	Year	Percentage/Percentile
10th Grade	Vasudha Public Sr. Sec School	RBSE	2017	81.83%
12th Grade (PCM)	Govt Sr. Sec School Kanwas	RBSE	2019	70.20%
B.Sc	University of Kota (UOK)	UOK	2023	74.36%
JEE Main (2019)	Govt Sr. Sec school	National testing agency	2019	90.53 (Percentile)
RS-CIT	Vardhman Mahaveer Open University (VMOU)	VMOU	2019	75%

Work Experience

Cafe and Restaurant Manager, The Green Cafe Kanwas, Kota

February 2022 - May 2024

- Developed and implemented policies for food and beverage safety, customer service, and operational procedures.
- Managed inventory and orders, ensuring quality and adequate supply of products.
- Developed and executed marketing strategies to increase sales and profits.
- Planned and organized special events, enhancing customer engagement and satisfaction.
- Relevant Skills:**
 - Staff Training and Development: Trained new employees on cafe operations, customer service, and safety procedures.
 - Conflict Resolution: Addressed and resolved customer complaints and employee disputes effectively.
 - Budget Management: Managed budget allocation for various cafe needs, optimizing resources and reducing costs.

Skills

- Leadership and Team Management:** Proven ability to lead and manage teams effectively.
- Communication:** Strong verbal and written communication skills.
- Time Management:** Expert in prioritizing tasks and managing time efficiently.
- Problem-Solving:** Adept at identifying issues and implementing effective solutions promptly.
- Administrative Skills:** Experienced in handling administrative tasks, such as scheduling, budgeting, and record-keeping.

Languages

- Hindi - Native Speaker
- English - Basic

Certifications

- RS-CIT:** Proficiency in computer and information technology.

Professional Development

- Customer Service Training:** Enhanced skills in customer interaction and service excellence.
- Leadership Workshops:** Attended workshops focusing on leadership development and team management.

Summary

Proactive and dedicated professional with experience in managing operations and staff. Demonstrated ability to implement effective policies, improve performance, and ensure customer satisfaction. Looking to bring strong leadership and organizational skills to a Faculty Manager role at Allen Career Institute.