

RESUME

Contact Details

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Career Objectives

To be part of a progressive and vibrant team, where I am recognised and rewarded for my accomplishments and achievements.
To be provided with the ability to coach and nurture a team using my experience and knowledge, thereby supplying them with the best advantages for success.

Employment History

Busiaid

Hospitality compliance software development

Start date: June 2012

End date: October 2012

Position/Title: Compliance officer

Responsibilities/Achievements

- Start up new business
- Research local law and compliance
- Consult with local council and police
- Assist with the compliance of company owned hotel

The Prince Maximilian Hotel -Melbourne

Restaurant bar, and function venue- 70 covers downstairs, 80 pax function capable

Start date: March 2011

End date: June 2012

Position/Title: Manager

Responsibilities/Achievements

- Employee recruitment, training and scheduling
- Stocktake and ordering
- Financial accountability
- POS Maintenance
- Duty management
- Cash handling, reconciliation and banking
- Implementation of policies and procedures
- Responsible Service of Alcohol
- Compliance

The Mail Exchange Hotel - Melbourne

Gaming/Bar/Bistro – 150 covers

Start Date: December 2010

End Date: March 2011

Position/Title: Duty Manager

Responsibilities/Achievements:

- Shift Running
- Staff Supervision
- Cash Handling
- Ensure company policies and procedures are adhered too

Perino Holdings - Melbourne

Adult Entertainment Venue

Start Date: April 2010

End Date: December 2010

Position/Title: Manager

Responsibilities/Achievements:

- General office duties
- Answering phones, client bookings
- Cash Handling
- Staff Supervision and time management
- Sales

The Sir Robert Peel Hotel - Melbourne

Licensed hotel and entertainment venue – capacity of 540, 3 bars, 12 staff pershift

Start Date: June 2005

End Date: March 2010

Position/Title: Licensee/General Manager – Entertainment and Events

Responsibilities/Achievements:

- Operation of liquor license in accordance to state and industrial law
- Compliance
- Responsible Service of Alcohol
- Security and crowd control
- Police and licensing liaison
- Employee recruitment, training and scheduling
- Co-ordinate DJ's, lighting techs and live performers
- Duty management
- Cash handling, reconciliation and banking
- Promotion and marketing of business
- Implementation of policies and procedures
- Media relations; newspaper, radio.
- Public speaking, live interviews and MC events

Matrix Pilates and Yoga - Melbourne

Pilates and Yoga studio providing health and well being

Start Date: June 2004

End Date: June 2005

Position/Title: Operations Manager

Responsibilities/Achievements:

- Oversee company operations
- General administration duties, including data entry and maintenance of client base and banking reconciliation
- Responsible for membership and product sales through cold calling and lead generation
- Customer service including telephone, on line enquires and reception

Gymmies Fitness Food Café - Sydney

Café catering for the health conscious appetites (40 covers)

Start Date: October 2004

End Date: May 2004

Position/Title: Restaurant Manager

Responsibilities/Achievements:

- Assist with the set up and launch of a new business
- Menu preparation and costing
- Ensuring customer satisfaction and consistency of product
- Food preparation and occupational health and safety
- Stock control and ordering
- Recruitment and training, shift supervision and team scheduling
- Daily reconciliation of income and expenses and payroll
- Local store marketing and promotions
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Thaina Box - Sydney

High volume dine-in and take away, licensed Asian restaurant and cocktail bar (100 covers)

Start Date: April 2002

End Date: July 2004

Position/Title: Store Manager

Responsibilities/Achievements

- Oversee operations of a licensed restaurant including catering, functions, home delivery and takeaway
- Scheduling of up to 35 team members and payroll
- Daily ordering of all stock and statistical reports
- Food preparation, Cleanliness and Occupational safety
- Ensure company policy and procedure are adhered to
- Recruitment and training of new team members
- Industrial awards and immigration law

Skill Summary

Non-Technical Skills:

- Team building and motivation
- Conflict resolution
- Public speaking
- Sales
- Promotional and Marketing

Computer Skills:

- MS Word, MS Publisher, MS Excel, Windows, Internet, Outlook, IMPOS pos systems

Certifications:

- Gaming Licence Victoria
- Basic First Aid – Australian Red Cross
- Liquor Licensee Victoria
- Responsible Service of Food
- Responsible Service Alcohol
- McDonalds Basic Operations Course
- McDonalds Management Course