Bina Jani

**Phone:-992-547-5081**

**E-mail:-**[**binajani17@gmail.com**](mailto:binajani17@gmail.com)

**PERSONAL DETAILS:**

**Father's Name**: **Mr. Suresh Jani**

**Mother's Name: Mrs. Pushpa Jani**

**Spouse’s Name: Mr. Bhavarth Patel**

**Date of Birth: 17th March, 1993**

**Permanent Address: Sector 8/B, Block H/6, Nirnaynagar, Nava-Vadaj,**

**Ahmedabad-382481, Gujarat, India.**

 **Work History**

**EXPERIENCE: 3**

## Human Resources Apprentice

**Hyatt Regency, Ahmedabad November, 2022 to July, 2023**

Support the administrator to with whole employee lifecycle

Organizing events for Staff Appreciations

Inventory of employee name batches

Support staff with basic queries and policies

Producing and send out letters as required

Helping to conduct orientation/induction for new joinees

Screening of resumes & interviewing trainees

Worked with departmental heads to determine training needs

**EXPERIENCE: 2**

## Barista & Manager

**The Rubiaceae Coffee Brewers, Gandhinagar**

**January, 2021 to December, 2022**

Welcoming Customers & looking after reservations

Taking & preparing orders

Making various types of manual brews like Chemex, V60, Siphon, Aeropress, Frenchpress

Ordering, refilling, inventory check

Attended various coffee workshops

Briefing & Debriefing of staff

**EXPERIENCE: 1**

## Store Manager

**Kabhi B, Gandhinagar**

**January, 2018 to November, 2020**

Handling Cake Booking for all occasions like Weddings, Birthday parties, Banquet function

Handling Guest complaints

Assisted in the smooth function of Outlet following SOPS

Upselling of Food & Beverage and Birthday props while taking orders Service of Food & Beverages.

**INTERNSHIP:- 2 {Specialization}**

**Food and Beverage Service Grand Hyatt, Mumbai October, 2016 to March, 2017**

Worked as hostess for multiple outlets

Got trained in all 7 outlets of the hotel.

Handled VIP sit down tables. (Times Today Conclave)

Possessed a thorough knowledge of food & beverages.

**INTERSHIP:- 1**

**Hyatt Regency, Pune**

**October, 2015 to March, 2016**

Worked in 4 core departments of hotel and gained basic knowledge about them

( Front Office, Food & Beverage Service, Food & Beverage Production and Housekeeping)

 **Education  Skills**

Hotel & Tourism Management in 2017 Public Relation expert.

With 67% Very good Team player

HSC in 2014 “I Can Do it” attitude

With 70% Excellent Event planner

SSC in 2012

With 55%

# Interests Languages

Listening podcasts English:- Good

Going on long drives Hindi:- Very Good

Reading novels Gujarati:- Very Good

Playing BasketBall, Badminton Tamil :- Average

# References

# Will share them on request.