Curriculum-Vitae



**JAI SHANKAR**

### Flate No. C-405 Sai Sarnam, Apartment, S.P. Ring Road, Near Dastan Circle Hanspura, Naroda Ahmedabad-382330

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## Career Objective

I am seeking a career that is dynamic and challenging and offer me an opportunity to develop my skills as individual. I wish to work in a high growth environment that encourages individual to participate in the growth of the company and to contribute significantly to its bottom line.

**HIGHLIGHTS**

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| --- | --- |
| * + - * **Cost Control**       * **Quality Assurance**       * **Process Optimization**       * **Staff development**       * **Team Leadership**       * **Logical Thinking**       * **Decision Making and Problem Solving Abilities** | * **Strategic Planning** * **Goal Attainment** * **Inventory Management** * **Policy Improvement** * **Performance Review** * **Willingness to learn** |

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## Work Experience:-

* Working with 3 Star Property **Hotel Silvera Grand** Ahmedabad as a **General Manager (Pre Opening)** from 15th Sep 2019 till date.
* Work With **Mana Hotels** Kumbalgarh a Venture of Sheevam Comfort Hotels as a **Food & Beverage Manager** From From 15th June 2017 to 10th Sep 2019.
* Promoted as a **Restaurant Manager** at **Whistling Meadows Resort & Lawns,** Chharodi Ahmedabad a Unit of **Pankaj Event & Celebration Pvt. Ltd** From February 5th 2015 and Worked till 8th June 2017.
* Work With **New Opening Property Whistling Meadows Resort & Lawns,** Chharodi Ahmedabad a Unit of **Pankaj Event & Celebration Pvt.Ltd.** as a **F&B Sr. Captain** From 11th September 2013 to 5th February 2015.
* **Olive House Restaurant** HI-Tech City Hyderabad Andhra Pradesh as a **Sr. Captain** from September 2012 to August 2013.
* **Shanku’s Water World Resort**, Mehsana As a **Restaurant Cashier Cum Reservation Executive** from November 2011 to August 2012.
* Promoted as **Captain** in June 2009at **The Highness Hotel** Ahmedabad- Mehsana Highway, Mehsana, got Jump in Career and Worked till October 2011.
* **The Highness Hotel** Mehsana Ahmedabad Highway **Mehsana Gujarat** as a **Steward** From January 2008 to June 2009.

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### Work & Responsibilities:-

* **For Hotel Silvera Grand :-**

(Setup of Hotel and Staff Handling, Sales & Marketing of Hotels**.**Setup SOP of Hotel. Oversee the the Operations functions of the Hotel, as per the Organizational Chart, Hold Regular briefings and meetings with all HOD’s.Ensure full compliance to Hotel operating Control, SOP, Policies, procedures and Service and refurbishments. Manage on-going profitability of the Hotel, Ensuring Revenue and Guest satisfaction targets are met and exceeded. Act as a final decision maker in hirig a key staff. Corporate client handling and take part in new client acquisition along with the sales team whenever required. Helping in the procurement of operating supplies and equipment, and contracting with third-party vendors for essential equipments and services. Prepare a monthly financial reporting for the owners and stake holders. Guest Complain & Relation, Staff Training Cost Saving, Maintain High Level of Safety & Hygiene Mail &Massaging).

### For Mana Hotels :-

### (Handling Restaurant, Banquet, planning and controlling the ordering of food and beverages for property, Manage all Food&BeveragePurchage, Maintain Food Quality and High level Hygiene, Maintain all track record of Guest, Guest Relation, Staff Training with excellent feedbacketc.)

### For Whistling Meadows Resort –

### (Handling Restaurant, Banquet, Party Plot & Out Door Catering, Inventory Management, Assist to Guest, Guest Relation, Staff Training & Duty Allocation, Cost Saving, Maintain High Level of Safety & Hygiene Mail &Massaging).

* + **For Olive House Restaurant –**

**(** Assist to Guest, Order taking, Inventory Management,Staff Training & Duty Allocation, Cost Saving, Maintain High Level of Safety & Hygiene, Billing, Guest Relation, Mail andMassaging).

* + **For Shanku’s Water World Resort –**

(Reservation and inquiry followup, Assist to Guest, Cash Managing, Billing, Guest Relation, Data Entry and Maitain Record Book, E-mail).

* + **For The Highness Hotel –**

(Take Full advantage of Promotion, proved himself as a Good leader,Order Taking of all Division, Assist to Guest, Cash Managing, Guest Relation, Inventory Management, Staff Training & Cash Report ).

* + **For The Highness Hotel –**

(Restaurant Guest Food Service, Room Service, Order Taking, Guest Relation).



## Bussiness Experience:-

* + Started my own business **Dreams Studio Photography & Videography,** Khandasa Faizabad in Feb 2015.
* Started my own business **Brajwasi Food Point, ,** Near Hari Girls Hostel, Geeta Nagar, Kanpur and **Shree Narayani Restaurant** Kumarganj Faizabad in from 2nd Jan. 2018 to January.2019.

## Academic Qualification:

* + - Graduate. from R.S.P.S.S. Degree College Affiliated to **AWADHUNIVERSITY**

Faizabad U.P. in 2011.

* + - Passed 10+2 From **U.P. Board** Allahabad in 2008.
    - Passed High School From **U.P. Board** Allahabad in 2006.

## Technical Skills:

* + - **Operating System** (Window 7, Xp, Vista & Window8).
    - **Ms.Office** (Word, Excel Power Point, Outlook,Paint.)

### Photoshop.

* + - **Internet etc.**

***Skills:***

* + - Good knowledge of Pre-Opening and setting of Property.
    - Extensive Knowledge of Food Safety and health regulations.
    - Providing Guidance and direction to subordinates, including setting performance standards and monitoring performance.

# Achievements:

* + - Participated Covid -19 Food Safety Awareness Training & Certification Program in June2020 at Hotel Silvera Grand.
    - Completed 9 Month Training Programme of Skill Development & Marketing From Oasis Management Institute Lucknow.
    - Participated in district and state level Scout & Guide Rally competitions and I got prizes.
    - I was the team leader for many activities in School, Intermediate and Degree.

## Personal information

Father’s Name **:** Mr. Siyaram Yadav

Date of Birth **:** 4th June,1989.

Marital status **:** Married.

Language known **:** English, Hindi and Gujarati Nationality **:** Indian

Hobbies **:** Listening to Music, Acting, Watching Movies, Learning New Thing, Drawing etc.



## Declaration

I certify that the given information is true and correct to the best of my knowledge & Belief.

### Date:

**Place: Ahmedabad SIGNATURE**