

# HOSPITALITY PROFESSIONAL PROFILE

## **Name: - Govind Singh**

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## **OBJECTIVE:**

**To represent the highest standard of excellence in kitchen cleanliness and Organization.**

To work in an organization where I can enhance my knowledge and skill set which would help me grow in the Organization. Also seeking for an environment which provides me with comprehensive knowledge and exposure, which would master me to become a good professional in the industry and learn and unlearn new things.

## **Specific Expectations:**

The primary purpose of the position is ensuring the kitchen is clean, well maintained and organized at all time. The kitchen steward will maintain a proper level of clean inventory with a high standard of cleanliness according to the sanitation code.

The kitchen steward, upon demonstrated job performance excellence, will be considered for numerous growth opportunities.

## **Personal Summary:**

An enthusiastic professional with 7 years plus experience who has driven, determination and a proven ability to ensure that all the areas of food and beverage departments and kitchen are hygienic and up to the maximum standards. Having a track record of inventory, breakages and profitability whilst maintaining high standards of hygiene and also present a positive and fashionable image of the business. Fair knowledge of the hospitality industry, its working practices, recruitment and pay, conditions of employment and diversity issues. Now looking for a new and challenging managerial position, one which will make best use of my existing skills and experience.

## **PROFESSIONAL EXPERIENCE**

- Currently working Hyatt Regency Ludhiana as a KitchenStewarding Assistant Manager ( 1-3-2024 ) Till Now
- Worked in Holiday Inn an IHG HOTEL Lucknow Airport as a Kitchen Stewarding Assistant Manager ( 8 - 9 - 2023 to 27-2-2024 )
- Worked in Sheraton Grand. Chennai resort & spa as a K.S.T executive ( 1-12-2021 to 4 - 9 - 2023)
- worked in Scoter Global as a K S T Executive (16-03-2020 to 31-07-2020)
- Working in Clarence Hotel Sector 29 Gurgaon as a KST Supervisor. (15-9-2018 to 29-02-2020).
- Worked in Hilton Garden Inn at Bani Square Gurgaon as a K.S.T contract supervisor. (20-6-2016 to 10-9-2018)
- **Other Achievements :-**
  - Member of the cafeterias Response team of the hotel.
  - Member of ERT team
  - Two time executive of the month
  - One time executive of the years

### **Duties and Responsibility:**

- Handling various shifts and also large no of KST employees
- Overlooking various banquet events, as well as Large ODC's.
- Responsible for total hygiene of the kitchen as well as stewarding undertaking areas.
- Leading round the clock kitchen stewarding operations.
- Responsible to maintain hygiene in the kitchen.
- Requisitioning of all sanitary and hygiene equipment's. As well as general articles like stationary for day-to-day operations.
- Following the HACCP & ISO 22000 standards and quality procedures.
- Responsible for vendor management, stock and inventory management.
- Taking care of departmental GOP and profit margins.
- Lessoning between kitchen and F&B service for banqueting events and equipment management.
- Responsible for monthly and early MIS presentation as well as capex and budget meetings.
- Ensuring all colleagues arrive for their shift on time, well-groomed and ready to work
- Assign work station to all colleagues during line-up and pass on events and information
- Ensuring that all colleagues are following the proper procedures and standards set in place by the department and the hotel

- Responsible for the opening and closing shift
- Ensure that all Kitchens are Cleaned, Organized and sanitized
- Ensure all daily tasks list are completed
- Ensuring inter-departmental communication and cooperation in the interest of better guest satisfaction
- Ensuring all equipment is cleaned, maintained and properly stored after an event
- Attend and participate in departmental meetings
- Ensure all storage room are kept clean and organized
- Follow department policies, procedures and service standards
- Maintain a clean and safe work environment
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### **SECURITY & SAFETY**

- Beware of hotel's fire evacuation and emergency policies and procedure
- Ensure truth training that all Food Preparation and Stewarding staff is aware of. Hotel's fire evacuation and emergency policies and procedure.
- Knowledgeable on first aid, safety and security procedures affecting the food and beverage department.

### **EDUCATION QUALIFICATION:**

- 10<sup>th</sup> pass from up board
- 12<sup>th</sup> Pass From up board

### **TECHNICAL QUALIFICATION :**

- ITI PASSED FROM NCVT BORD WITH ELECTRICIANIN

### **PERSONAL DETAIL:**

- Name Govind Singh
- Date of birth 1/1/1997
- Nationality Indian
- Language Know Hindi, English,

### **Core Professional Competencies**

- Standard Process Adherence
- Profit & Loss Management
- Overall cost controls to maximize profit returns
- Product, Market analysis.
- Risk management & inventory control
- Vendor sourcing & negotiating
- Team building & staff retention

- Handling Employee Grievances
- Designing Job Roles and Profiles

- **Date:**
- **Place**
- **Govind Singh**