

**ATUL KUMAR**



**Mobile:** 9971037179 ~ **E-Mail:** atulkumar1979@gmail.com

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**Dynamic and achievement oriented professional**, extending over 19 yrs. of accomplished experience across the Food & Beverages service & Sales Marketing.

#### CAREER SCAN

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**Currently working as Assistant General Manager with Hotel Ashburton (Canterbury Region, New Zealand).**

##### **Job Duties & Responsibilities**

- Ensure that the Hotel operations and guidelines are adhered to as required by the company's standards.
- Oversee system transactions and control the voiding system, opening and cash out procedure, system reconciliation, and daily banking procedure.
- Handle customer queries /complaints to ensure customer satisfaction.
- Prepare monthly sales reports and weekly profit & loss statements and provide relevant feedback and suggestions to the Manager to maximize operational efficiency.
- Provide information and advice customers on the menu and keep abreast with all the latest products and services that will be offered.
- Maintain optimum stock levels to ensure the smooth running of operations to cater to customer demands.
- Maintain hygiene standards and monitor regular quality checks for the outlet.
- Participate in recruiting staff for the outlet to ensure the right calibre of staff is selected to meet company objectives.
- Ensure regular on-the-job training is conducted so that staff perform their duties correctly
- Guide, train, develop and motivate subordinates to achieve their objectives and work to their best potential to perform effectively on the job.

**Worked as Assistant Caterings sales Manager with Vivanta Suraj Kund from 19-May-2022 till 02 March-2023.**

**Worked as Assistant Sales Manager with Taj Swarna Amritsar from 01-January-2020 19-May-2022.**

**Worked with Taj Swarna Amritsar Since 07- May-2018 till 31-December-2019 as Assistant catering sales Manager.**

**Worked With 38 Barracks Pub since April2017 till May 06-2018 Connaught Place as an RGM.**  
<https://www.zomato.com/ncr/38-barracks-connaught-place-new-delhi>.

**Worked with Sarovar Portico Vaishali Ghaziabad as Food & Beverage Manager from Sep 20-2016 till March 2017. 127 Rooms/Coffee shop/Bar/Terrace Grill/Banquet 500 Pax**

**Worked with Frasers suites New Delhi as an Assistant Food & Beverage Manager (HOD) May-2015 till April 2016**

5-star gold Standard Apartment with 92 Room, 24 Hour Coffee shop, Bar, Banquets, IRD, Pool Side, Tea Lounge, Mini Ba

**Manager Pre-Opening Restaurant**

May 2011 to May 2015 Pre-Opening new Concept

**Worked with Award Winning Authentic Mexican Restaurant as Operations Manager Pre-opening Since May 2014 till April 2015.**

**Worked with Uzuri Deck & Dining (Afro European) GK-II M block as Restaurant Manager Pre-Opening Since May 2013 till March 2014.**

**Worked with Award Winning Chez Nini French Canadian Restaurant as a Pre-Opening Restaurant Manager Since April 2011 till March 2013.**

**Worked with LEELA KEMPINSKI GURGAON as Team leader in Pre-opening team worked in Spectra Nov 2008-March 2011.** Exposure of managing restaurants of 225 covers each and 35 subordinates

**Worked with Hotel Taj Man Singh (LHW) Delhi as a GSA April 15 2006 till Oct 30 2008.**

**Worked with INDIA HABITATE CENTER Lodi Road, Delhi from Dec 02, 2005 to till April 07, 2006 as a Trainee Captain.**

**Worked in Pizza Corner India from Dec 02, 2004 to till April 30 2005 as a Shift Manager.**

**Notable Highlights:**

- ⇒ **Times Food** for best Mexican restaurant in the first year 2015 of its existence
- ⇒ **HT Crystal Award** for the French Bistro Chez Nini in the first 2013 year of its existence

**INTERNSHIP**

Organisation : Hotel THE ASHOK NEW DELHI

Duration : 6 months

Objective : Training in all departments

**IT FORTE**

- ⇒ Well versed with Microsoft Office & Internet Applications.
- ⇒ Conversant with Micros, POS, Touche.

**ACADEMIC CREDENTIALS**

- ⇒ B.Sc. in **Hospitality and Hotel Administration (2005)** from **Institute of Hotel Management and Catering Technology** Kovalam, Thiruvananthapuram, Kerala, India

## **PERSONAL DOSSIER**

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**Present Address** : House No. F-2, 1st Floor, Block No.46, Kalyan vas, New Delhi110091.

**Permanent Address** : same as above

**Languages Known** : English & Hindi

**References** : Available on request

## **Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge & understanding.

Place: New Delhi

Date:

**Atul Kumar**