

# RESUME

## **JAY KUMAR BAGHEL**

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## **ASSIGNMENTS IN F & B SERVICE**

### **SUMMARY OF SKILLS & EXPERIENCE**

Seasoned Food and Beverage Manager with 14 years of experience, delivering exceptional customer Service and Proficient in staff management, menu creation, cost control, sanitation and safety compliance, Inventory management, and sales optimization. Successfully reduced food and beverage expenses by 15%, improving profit margins. Possess a proven track record of exceeding client expectations and fostering a Positive work culture.

#### **CAREER PATH:**

<b><u>PERIOD OF SERVICE</u></b>	<b><u>NAME OF COMPANY</u></b>	<b><u>TYPE OF INDUSTRY</u></b>	<b><u>POSITION HELD</u></b>
JAN.2023-TILL NOW	THE FERN RESIDENCY VIJAYAPURA	HOTEL & HOSPITALITY	FNB MANAGER(HOD)
NOV.2021-DEC.2022	BLACK MANGO RESORTS (HP)	HOTEL & HOSPITALITY	ASST FNB MANAGER(HOD)
SEP.2020-NOV2021	SREERAM EMPIRE JODHPUR	HOTEL & HOSPITALITY	ASST FNB MANAGER(HOD)
SEP.2020-FEB2021	SREERAM EXCELLENCY JODHPUR	HOTEL & HOSPITALITY	BAR MANAGER
APRIL.2017 – JAN 2020	SAYAJI HOTEL RAIPUR	HOTEL & HOSPITALITY	FNB EXECUTIVE
MAY.2016 - APRIL 2017	SAYAJI HOTEL INDORE	HOTEL & HOSPITALITY	FNB EXECUTIVE
MAR.2015 - MAY2016	SAYAJI HOTEL VADODARA	HOTEL & HOSPITALITY	TRA.CAPTAIN
JUN.2014-MAR2015	GRAND NAKSHATRA GUJRAT	HOTEL & HOSPITALITY	SR.STEWARD
FEB.2013-JUN.2014	V W CANYON	HOTEL &HOSPITALITY	STEWARD
SEP.2012-FEB.2013	V W CANYON	HOTEL &HOSPITALITY	INDUSTRIAL TRAINING

#### **JOB PROFILE:**

- Operated IDS screen touch & IDS System, INKKY, solution, binix, mst erp System,.
- Assisted with ordering and inventory, maintaining and stocking all bar items.
- Addressed complaints and resolved problems with both staff and customers.
- Assisted with inventories, ordering, staff training, end-of-day reports, cash handling, and menu development

- Developed signature drinks.
- Advised and supervised staff regarding drinks and proper combinations to maintain service standards
- Maintain FLR resistors.
- Capable to work in all outlets in F&B Department.
- Giving training class to the staff to trained them.
- To meeting with clients, taking reservation, explaining the concept, rates of particular services etc
- Taking feedback from the guest.
- Checking stock and making indent for the required items for the smooth operation.
- Up -selling of beverage by offering some combo packages to the guest.
- To attend all the training subject to the service staff and follow all rules and policies of the hotel.
- Any special offer or combo package to make notice to the guest.

### **COMPUTER SKILLS & ACHIEVEMENTS**

- Fundamental & Basic Programming.
- Disk Operating System.
- Internet Explorer.
- Ms Word, Ms Excel, Ms Power Point.
- I have had two times of guest appreciation letters in Sayaji hotels Raipur.
- I have food safety training & certification certificate.
- I have supervisory development program certificate.

### **ACADEMICAL & PROFESSIONAL EDUCATION:**

<b><u>QUALIFICATION</u></b>	<b><u>INSTITUTION/ UNIVERSITY/ CITY</u></b>	<b><u>YEAR OF PASSING</u></b>
3 Month	IL & FS SKILLS SCHOOL VEDANTA BALCO KORBA (C.G.)	2012
12 <sup>TH</sup>	GOVT.H.SEC.SCHOOL HALAHULI KHARSIA (C.G.)	2012
10 <sup>TH</sup>	GOVT.H.SEC.SCHOOL HALAHULI KHARSIA (C.G.)	2010

### **PERSONAL DETAILS**

Contact Address	: Vill+Post: Badedevgaon, Block: Kharsia, Distt. Raigarh, (C.G.) Pin.Cod: 496661.
Father's Name	: Mr.Sant Ram Baghel
Date Of Birth	: 12 Aug.1992
Nationality	: Indian
Religion	: Hinduism
Marital Status	: Married

I Declare That The Above-Mentioned Information Is Correct To The Best Of My Knowledge.

Date: -

Place: -Raipur (C.G.)

**JAY KUMAR BAGHEL**