

RESUME

SAROJ KUMAR BEHERA

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Address-West Bengal, Siliguri, india



EMPLOYMENT HISTORY

Food and beverage executive

MAYFAIR HOTEL AND RESORTS LIMITED

22Nov2022 to till now

Manager on roll in Mayfair tea resorts in 154keys room 5 banquet hall,two bar one of vintage and pool bar it's a open poolside bar,coffee shop,one of teapot fine dine restaurant served on multi cuisine Asia Thai Italian etc,one of bayleaf restaurant served the breakfast and hi-tea,

- Handling the around 45 staff in my teapot restaurant.
- Monitoring restaurants F&b Service
- Maintaining and utilizing SOP
- breakage cost control
- .. foot fall report for annual
- .. Month end inventory
- month end non refundable and returnable gate pass report ready before time

- Maintains and maximize Revenue Generation By Booking of Restaurants.
- Maintains the all register liqueur,beverage,log Book,briefing register, bill handover register etc.
- I have good knowledge for IDS software billing and Cashiering.
- I have good knowledge for IDS software biling and mapping.
- I have good knowledge for menu planning, new menu prepared, Food and beverage

Sr. Executive

Lords eco inn shapar,(lords group)rajkot,gujarat

5-jan-2022 to 15Nov22.

- Excellent Grooming standards carrying Positive Attitude, Flexibility to respond to a range of different work situations.
- Committed to delivering high levels of Customer Service, Maintaining high Customer Satisfaction Track and Feedback.
- Developing and Maintaining Food and Beverage /Culinary Goals.
- Applied Business Knowledge, Co-ordinate administration budget, payroll, staff and vendors. Analyze and plan restaurant sales and organize marketing, events and Food

promotion.

- Generating detailed daily, monthly, quarterly and yearly report on business staff and profit. Set budgets and execute plans for department sale, and product, purchase and staff development.
- Managing and Conducting Human Resource Activities, Recruiting, training, and motivating staff.
- Maintain high standard quality, hygiene, health and safety.
- Willingness to develop team member and self, Degree in Relevant Area.

assistant banquet manager& assistant restaurant manager

Hotel manas lifestyle resorts. asoka Group of hotel

Igarpuri, Mumbai, india

22-may-2021 to 1-jan-2022 date

- Monitoring restaurants F&b Service
- Maintaining and utilizing SOP
- Maintains and maximize Revenue Generation By Booking of Restaurants.
- Maintains the all register liqueur, beverage, log book, briefing register, bill handover register etc.
- I have good knowledge for IDS software billing and cashiering.

Executive F&B

Hotel lords plaza(group of hotel)

Lonavala. ,pune,maharashtra,india.

16-Dec-19 to 10-may-2021 (due to covid leave)

- Monitoring restaurants F&b Service
- Maintaining and utilizing SOP
- Maintains and maximize Revenue Generation By Booking of Restaurants.
- Maintains the all register liqueur, beverage, log book, briefing register, bill handover register etc.
- I have good knowledge for IDS software billing and cashiering.

CAPTAIN F&B

Hotel Pal Heights Mantra

Bhubaneswar, ORISSA

INDIA

Jan – 02nd -07-2018 –11-Dec-19

- Monitoring restaurants F&b Service
- Maintaining and utilizing SOP
- Maintains and maximize Revenue Generation By Booking of Restaurants.

TR.CAPTAIN F&B

Hotel seetal

Bhubaneswar, ORISSA

INDIA

Jan – 02-2017 –01st 01-2018 Till (1Yers)

- Maintaining and utilizing SOP
- Maintains and maximize Revenue Generation By Booking of Banquet party.
- Responsible for the Day end in behalf of F&B captain.

HOTEL THE PRESIDENCY

CAPTAIN

Bhubaneswar ,Odisha

INDIA

May-05-2016 –Dec– 25-2016(8month)

- Brief and Share the Standards with the F& B team with all the SOP as Detailed

- ▢ Maintains the best Possible standards of Service and Training Module as Briefed By the restaurant manager
- ▢ Push Sale, Revenue Generation and Bulk Booking i.e., tie up with Corporate is an value added caliber.

F&B SR.STEWARD

HOTEL THE ROYAL SUITES

Bhubaneswar, Orissa

INDIA

NOV-03- 2015– may -05 -2016

- ▢ Brief and Share the Standards with the F& B team with all the SOP as Detailed
- ▢ Maintains the best Possible standards of Service and Training Module as Briefed By the F&B manager
- ▢ Push Sale, Revenue Generation and Bulk Booking i.e., tie up with Corporate is an value added caliber.
- ▢ Room Service and bar is an added responsibility that I have been learned and Passed

Tr.steward

The blue lagoon

Cuttack, Orissa

India

Jan- 06- 2014 –Jun. -18- 2014

- ▢ Identifying training and development
- ▢ Helping managers, Captains

IT&JT COMPLETE

HOTEL RAMADA

Rajasthan

India

Oct -01-2013- July -01—2014

- ▢ Specific work ethics and with religiously following the seniors for the best job learning and Execution.
- ▢ Trained from the best to ensure the job is correctly executed

Education/Qualifications

▢ 1 years Diploma in Hotel Management

Institute of Hotel Management & Catering Technology

Bhubaneswar, Orissa

India

Year: 2014-2015

▢ High School Education

M.I.a uchha Bidya Pitha

Dulakhapatana, Orissa

India Year: 2014

Skill Summary

Computer Skills:

- ▢ Microsoft Office.
- ▢ Window Xp, Window 95/98

- ☐ Trained and worked in Outlook , Excel and POS ☐ Tally & IDS Pos
- ☐ Knowledge in Beverage Costing & Banquet Management

Training

- ☐ Successfully completed 30 days of Basic training from Hotel Mayfair , Bhubaneswar , Orissa

Extra-Curricular Activities

- ☐ Completed MS – Office& internet concepts from NIIT.jajpur
- ☐ Participated in food & Beverage festival held in college

Personal Strengths

- ☐ Strong organizational abilities, strong work ethics and willingness to work hard, to achieve employer objectives.
- ☐ Excellent communication skills and works well as an individual and as a group.
- ☐ I normally acquire the nature of my job as I have the ability to grasp fast.
- ☐ Able to work on self-initiative or as part of a team and can deal with administrative duties competently.
- ☐ Attention to detail and accuracy.
- ☐ Able to adapt well to new surroundings.
- ☐ Believe in Team work.

Interests

- ☐ Travelling, music and cooking

Personal Information •

Father's name: Madan Mohan behera •

AT/PS:Dulakhapatana,jajpur,odisha,india,755025

- ☐ Date of Birth: 25 may 1996
- ☐ Sex : Male
- ☐ Languages Known: English, Hindi ,Oriya,bengali,Gujarati,Marathi,
- ☐ Marital Status: Single
- ☐ Nationalist : Indian

I do hereby declare that all the above information furnished by me are true and correct to the best of my knowledge.

Date: 05/12/23

saroj Kumar behera

Place: Siliguri

Signature