

ADITYA CHATURVEDI

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Summary

Knowledgeable food and beverage manager with over 13 years' experience in casual and fine dining hospitality establishments seeking position in upscale dining concept. Gifted motivator and leader comfortable with supervising service team of over 75 employees. Credited with implementing cost-savings measures which led to a 22 percent reduction in food waste. Comfortable in fast-paced environment to provide quality service for patrons while effectively mentoring new staff.

Experience

Food and Beverage Manager SHAHPUKA GROUP OF HOTELS	07/2019 to Current JAIPUR, INDIA
<ul style="list-style-type: none">• Interacts with management of other department within areas of responsibility and develops solid working relationships with them• Participates in training and development programs to improve personal or departmental standards liaising with the Training Manager.• Provides guidance and direction to subordinates, including setting performance standards and monitoring performance.• Work with sales to manage the development of new products and services• Provide a professional, advisory and executive support service to the General Manager to assist in meeting strategic goals.• Assist in drink and food menu development• Provides proper training and development for employees.	
Operations Manager BRIGHT HOSPITALITY INDIA PVT LTD.	01/2019 to 06/2019 JAIPUR, INDIA
<ul style="list-style-type: none">• Responsible for all day- to- day operations for all F&B outlets• Responsible for month end inventory, staff scheduling and payroll Implemented various programs and incentives to motivate staff and increased internal revenues.• Increased customer satisfaction scores throughout all F&B outlets according to weekly/ monthly GSS reports.• Planned, organized and successfully executed number of planned events to attract clientele and increase restaurant popularity.• Provides staff with on- going training and feedback to reach their full potential.	
Food and Beverage Manager JPIS GROUP OF INSTITUTION	09/2013 to 11/2018 JAIPUR, INDIA
<ul style="list-style-type: none">• Supervised catering staff for superior service and presentation for all corporate or personal events.• Demonstrated budgetary needs and overhead expenditures to board of director through meetings and reports.• Implemented creative concept in concert with executive chef and partners.• Recognized by partners for commitment to quality in preparation, presentation, training, and service.• Created annual budget for equipment and foodstuff expenditures.• Conducted meetings with servers and kitchen staff for training and review purposes.• Proficient in all areas of food and beverage preparation and service.	
Assistant Food and Beverage Manager LEBUA HOTELS &RESORTS	09/2012 to 06/2013 JAIPUR, INDIA
<ul style="list-style-type: none">• Manages work procedures and expedites workflow.• Provides managerial coverage to beverage areas in the absence of a beverage manager.	

- Works with management to developing marketing and promotional ideas to enhance business in the department.
- Supervises and manages associates. Manages all day-to-day operations. Understands associates positions well enough to perform duties in associates absence.
- Recruits, interviews, recommends for hire and trains assistant management and hourly employees.
- Perform all other duties as assigned by Director and Manager of F&B.
Assist the Food & Beverage Manager to oversee the Food & Beverage operations.

Restaurant Manager

GENIAL HOSPITALITY & RESORTS PVT.LTD.

Noon

05/2008 to 08/2012

JAIPUR, INDIA

- Ensuring the highest standards of food and beverage service.
- Keeping control of food and labour costs.
- Ensuring Health & Safety and also hygiene procedures & standards are maintained.
- Having an in-depth knowledge of all Menus.
- Responsible for recruiting, training & developing restaurant staff.
- Dealing with and resolving customer complaints.
- Maximizing all business opportunities to drive sales.
- Communicating with the kitchen staff to ensure efficient food service.
- Working with the Head Chef to discuss and develop the menu.
- Overseeing client bookings & reservations.
- Organizing the daily and weekly rosters for the Restaurant staff.
- Purchasing stock, supplies and negotiating best prices with trade suppliers.
- Ability to create a great atmosphere & be a inspirational host.
- Monitoring sales and then writing informative reports for the restaurant Directors.

Guest Service Associate

TAJ CHANDIGARH

12/2006 to 01/2008

Chandigarh, INDIA

- Always greet and welcome guests promptly in a warm and friendly manner.
- Always thank and give fond farewell to guests conveying anticipation for their next visit.
- Assist guest with table reservation.
- Assist guest while seating.
- Ensure guest are serviced within specified time.
- Has a good knowledge of menu and presentation standards.
- Speak with guests and staff using clear and professional language, and answer phone calls using appropriate telephone etiquette.
- Able to answer any questions regarding menu and assist with menu selections.
- Able to anticipate any unexpected guest need and reacts promptly and tactfully.
- Always applies service techniques correctly at all times, and serving Food & Beverage items with enthusiasm.
- Serve food courses and beverages to guests.
- Set tables according to type of event and service standards.
- Record transaction / orders in Point of Sales systems at the time of order.
- Communicate with the kitchen regarding any menu questions, the length of wait and product availability.

Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen.

Check with guests to ensure satisfaction with each food course and beverages.

Responsible for clearing, collecting and returning food and beverage items to proper area.

Maintain cleanliness of work areas, china, glass, etc. throughout the shift.

Reviews order dockets ensuring accurate and timely preparations for order requirements accordingly.

Present accurate final bill to guest and process payment.

Perform shift closing on the Point of sales terminal and tally cash and credit card settlements.

Ensures that the restaurant is always kept clean and organized, both at the front as well as the back of house areas.

Ensures that hotel brand standards and SOP's are consistently implemented.
Work with fellow staffs and manager to ensure that the restaurant achieves its full potential.
Completes the daily responsibilities that are set for each individual shift.
Complete closing duties, including restocking items, turning off lights, etc.
Conducts monthly inventory checks on all operating equipment and supplies.
Take an active role in coaching and developing junior staff.
Any other duties related to food and beverage service assigned by the manager.

Skills

Exceptional listener, Excellent Communications LANGUAGES KNOWN -ENGLISH,HINDI & FRENCH
Skills, Flexible, Willing to Learn, Ambitious,
Dependable, Hardworking, Proficient in Microsoft
Office, Ability to Plan, Organize and Prioritize Work.

Education

Diploma of Higher Education: HOTEL MANAGEMENT	2004
VATEL INSTITUTE OF HOTEL MANAGEMENT	NIMES ,FRANCE
Diploma of Higher Education: 3 YEARS DIPLOMA IN HOTEL MANAGEMENT	2007
AMERICAN HOTEL& LODGING ASSOCIATION	CHNADIGARH
Diploma of Higher Education: DIPLOMA IN EXPORT MANAGEMENT	2002
INDIAN INSTITUTE OF MANAGEMENT	BANGLORE

HOBBIES AND INTERESTS

I am fascinated with farm-to-table concepts and volunteer my little free time with non-profit organizations that encourage service skills training with homeless veterans. I travel extensively when able to soak up culture and cuisine for inspiration. I am also playing cricket, badminton, or swimming on regular basis.