

RESUME

NAME : **MANOJ SINGH**
FATHER'S : **MR. JAMANSINGH**
ADDRESS : **IBRAHIM NAGAR**
NILMATHA
LUCKNOW,
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MOBILE NUMBER : **+91-8866618097**

PERSONAL DETAILS

DATE OF BIRTH : **08/05/1991**
GENDER : **MALE**
LANGUAGES KNOWN : **ENGLISH, HINDI**
HOBBY : **LISTENING MUSIC, READING, TRAVELLING**
MARITAL STATUS : **UNMARRIED**
NATIONALITY : **INDIAN**

OBJECTIVE

TO WORK FOR ORGANIZATION WHICH BELIEVES IN STING STANDARDS & UTILIZE MY TALENT TO THE OPTIMUM LEVEL & HAS CONCERN FOR THE DEVELOPMENT OF THE EMPLOYEE & ITSELF TO THE MAXIMUM

EDUCATIONAL DETAILS

School Education Information			
Exam	Board/University	Month & Year Of Passing	Percentage
S.S.C	U.P.BOARD	`MARCH-2006	48%
H.S.C	U.P.BOARD	2009	47%
DEPLOMA	C.A.I.M.S COLLAGE	2011	1ST CLASS WITH B

TRAINING/PROGRAMME

- **REDISSON BLU ,GOA.**
 - **TRAINED IN 4 DEPARTMENTS- HOUSEKEEPING, FRONT OFFICE & F&B SERVICE, FOOD PRODUCTION**

WORKING EXPERIENCE :

- **WORKING IN MADHUBAN RESORT , ANAND AS A STEWARD IN LAST 4 YEARS.**
- **WORKING IN TARASUNS , GOTRI AS A STEWARD IN LAST 7 MONTHS.**

My Duties & Responsibilities are mentioned below:

- Providing a warm welcome for customers.
- Receive food & Beverage order & serve customer requests to the standards required
- Learning the names of & building relationships with regular customer
- Understand menu content and keeping up to date with any menu changes
- Making recommendations from the menu if requested.
- Passing the food orders through to the kitchen staff promptly
- Ensuring all hotel corridors are kept clear from rubbish, glassware and crockery
- Full product knowledge of all menu items and hotel facilities and services.
- Check on customers asking if they are enjoying their meals and services.
- Relaying , preparing and setting tables for the next guests
- Looking after guests with special needs i.e. dietary requirements, allergies, mobility etc.

Key skills:

- Professional work ethic
- Multi-tasking & excellent written and verbal communication skills
- Ability to work in a team & customer service skills

Upon Management request worked in store department for 3 months. My duties were to maintain stock, issuing stocks to different departments and sharing daily reports to store manager.

COMPUTER PROFICIENCY

- M.S.Office
- Internet , Email & Social Skills

DECLARATION :

I hereby declare that all the information stated above is true and complete to the best of my knowledge and belief.

Date :

Place:

MANOJ SINGH