**Akeil Clint Alexis** #51 Belvue Point Do’r La Brea

323-2177 / 357-3977 /a\_alexis@outlook.com

**Objective:**

To put to use skills developed towards the fulfillment of an organization’s goals in making a contribution towards society while attempting to become and be molded into a most resourceful individual.

**Education:**

* *2003-2006* Point Fortin Junior Secondary School
* *2006-2008* Pleasantville Senior Secondary School
* *2015- Present* Institute of Training and Development (INTAD)- Degree

**Experience:**

* 2014 - Present Magdalena Grand Beach and Golf Resort

-***Food& Beverage Supervisor/ Restaurant Manager – Kali’na Fine Dining Restaurant***

**Duties:**

* Ensures daily uplifts and training sessions are done before every meal period.
* Preparing staff weekly schedules.
* Ensures that the Restaurant is equipped with all stocks.
* Replying to guest complaints and compliments via Trip Advisor.
* Perform all financial and billing transactions accurately and adhere to all cash handling procedures.
* Assist in other areas of the Hotel if the situation requires or as requested by a Manager.
* Report daily meal covers to Executive Chef and F & B Manager.
* Apply disciplinary action when required.
* Complete staff evaluation.
* 2012 - 2013 Sunny Group of Companies

-***Food & Beverage Manager***

**Duties:**

* Staff Weekly Rosters.
* Training for both Bartenders and Wait Staff.
* Prepare order sheet for purchasing officer & receive goods.
* Submit yearly budget to Finance Manager.
* Ensure all outstanding debts updated.
* Staff disciplinary action.
* To support the General Manager in the control of wage cost in line with budgetary requirements.
* To ensure security, functional and proper handling of company property in the department.
* 2009 - 2012 After Dark Restaurant& Bar

-***Bar Manager***

**Duties:**

* Ordering Bar Stocks.
* Pay Roll (Staff).
* Ensure all cash secure and correct at the end of all shifts.
* Ensure that all staff is aware of promotions/events.
* Weekly Rosters.
* Disciplinary actions.
* Guide Supervisors/Shift Leaders accordingly.
* Prepare Bar Budget at the end of the Financial Year.

**Additional Qualifications:**

* Machine Shop & Welding (Level 1)- Caribbean Vocational Qualifications (C.V.Q.)
* Certificate in Supervisory & Management Skills

**Skills**

* Microsoft Office Suite
* Welding

**References:**

* Veronica Forde

General Manager – Sunny Group of Companies

1.868.786.6531

* Andrew Mohamed

Food & Beverage Manager – Magdalena Grand Beach and Golf Resort

1.868.793-1000

* Cathleen Campbell-George

Director-Human Resources – Magdalena Grand Beach and Golf Resort

660-8500 (ext.2600) 660-8813