**CURRICULUM VITAE** 

**Personal Information:**

**Name**: Bogdan Iordachescu

**Nationality**: Romanian

**Date of Birth**: 24.02.1985

**Telephone**: +971528409240

**E-mail**: [iordachescubogdan@yahoo.com](mailto:iordachescubogdan@yahoo.com)

**Driving license**: Yes

**Objective:** To work for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the firm goal while achieving my personal goals.

Skilled in management, leadership and employee development. I am a hardworking and self-motivated with a very high level of commitment in any position undertaken.

**Work experience:**

**RIGHT BITE NUTRITION AND CATERING SERVICES 22.02.2019-Present**

**Job title:** Restaurant General Manager

* Analyzing and planning restaurant sales levels and profitability.
* Delegate tasks and accountabilities, establish work schedules, supervise staff, monitor and evaluate performance.
* Coordinate the entire restaurant operation
* Ensure proper ordering, receiving, storage procedures are being followed.
* Ensuring compliance with licensing, hygiene and health and safety legislation/guidelines.
* Analyze operational problems, such as theft and wastage, and establish procedures to alleviate these problems
* Displaying strong leadership skills, with a strong accent on visible management in the front of house area, especially during main service hours.
* Monitor and manage guest complaints, ensure satisfaction and administer efficient follow up for same to receive feedback.
* Record production, operational, and personnel data on specified forms.
* Advising the F&B Manager of any improvements needed in relation to restaurant operation including updates on the Standard Operating Procedures.
* Establish and maintain effective and positive relationships within the team as well as other departments
* Supervising all outside caterings and in-house events in respect of food, beverage, quality and presentation.

**BATEEL INTERNATIONAL LLC( Dubai) 15.07.2017-30.10.2018**

**Job title:** Restaurant General Manager

* Effectively managing a team of 42 staff in order to deliver a successful Café operation. My main responsibilities include;
* Managing the restaurant as an independent profitable unit, setting and maintaining performance standards.
* To plan, organize, direct and manage all activities within the outlet, in order to achieve maximum guest satisfaction by providing the high standard of Food and Beverage quality, presentation and service required by the company.
* Dealing with situations involving any aspect of Food and Beverage effectively so the reputation or image of the company is not jeopardized.
* Displaying strong leadership skills, with a strong accent on visible management in the front of house area, especially during main service hours.
* Identifying areas of opportunity and upsell in order to increase sales and achieve budgets.
* Maintaining the standards and policies of the Division as agreed on day- to- day basis
* Maintaining lower costs across all financial aspects, maximizing revenue by achieving given budgets and targets.
* Supervising all outside caterings and in-house events in respect of food, beverage, quality and presentation.
* Displaying efficiency and diplomacy when dealing with situations involving any aspects of the Cafes where the reputation or image of the company is represented.

**THE HUTCH RESTAURANT (Dubai) 01.12.2015 – 05.06.2017**

**Job title:** Operation Manager

**Job description:**

* Taking responsibility for the business performance of the restaurant.
* Analyzing and planning restaurant sales levels and profitability.
* Organizing marketing activities, such as promotional events and discount schemes.
* Creating and executing plans for profit and staff development.
* Setting budgets and/or agreeing them with senior management.
* Planning and coordinating menus, ordering suppliers
* Coordinate the entire restaurant operation
* Control costs and minimize waste
* Managing staff and providing them with feedback.
* Responding to customer inquiries and complaints
* Ensuring compliance with licensing, hygiene and health and safety legislation/guidelines.
* Analyze operational problems, such as theft and wastage, and establish procedures to alleviate these problems
* Conduct meetings and collaborate with other personnel to plan menus, serving arrangements, and related details.

**TRIBECA Kitchen and Bar (J A Resort and Hotels Dubai) 02.02.2015 - 01.12.2015**

**Job title**: Assistant Manager

**Job description**:

* Coordinate, manage and monitor the working of various departments in the organization.
* Place orders to vendors and compute costs for each ingredient, supply or other materials
* Monitor and manage guest complaints, ensure satisfaction and administer efficient follow up for same to receive feedback.
* Assist and provide training to staff members and offer incentives when necessary.
* Assist employee teams to provide excellent customer service.
* Prepare and control operational budgets, control inventory, plan effective strategies for the financial wellbeing of the company.
* Delegate tasks and accountabilities, establish work schedules, supervise staff, monitor and evaluate performance.
* Manage quality and quantity of employee productivity, manage maintenance of equipment and machinery and provide technical support where necessary.
* Assist in the development of strategic plans for operational activity, implement and manage operational plans.

**RIVINGTON GRILL (Jumeirah Group Dubai) 01.11.2013 to 01.01.2015**

**Internal transfer**

**BURJ AL ARAB –SKY VIEW RESTAURANT**

**Job title:** Assistant Manager

**Job Description**:

* Supervise and participate in kitchen and dining area cleaning activities.
* Resolve customer complaints regarding food service.
* Train workers in service, sanitation, and safety procedures.
* Observe and evaluate workers and work procedures to ensure quality standards and service, and complete disciplinary write-ups..
* Inspect supplies, equipment, and work areas to ensure efficient service and conformance to standards.
* Control inventories of food, equipment, small ware, and liquor, and report shortages to designated personnel.
* Analyze operational problems, such as theft and wastage, and establish procedures to alleviate these problems.
* Record production, operational, and personnel data on specified forms.
* Perform various financial activities such as cash handling, deposit preparation, and payroll.
* Forecast staff, equipment, and supply requirements based on a master menu.
* Conduct meetings and collaborate with other personnel to plan menus, serving arrangements, and related details.

**ASTERIA (GREECE) 07.03.2010 to 02.09.2013**

**Job title**: Team Leader

**Job description:**:

* Ensure that department budget is strictly adhered to and that all costs are controlled.
* Collect charges or fees for all food & beverage related activities and produce daily sales and activity reports for the accounting department.
* Administration Assistance
* Maintain supply levels associated with the food & beverage department activities.
* Maintain an attractive and an orderly appearance in the clubhouse..
* Ensure proper ordering, receiving, storage procedures are being followed.
* Promote Club throughout the community.
* Attend industry trade shows or tastings as required.
* Attend to guest requests and attend to guest complaints as required.
* Attend/conduct operation and department communication meeting as require

**Education:**

**Period**: 2005-2009

**Type**: University

**Name of institution**: “Ovidius” University

**Computer skills:**

Microsoft Office: Microsoft Word, PowerPoint, Excel

Internet Explorer

POS

**Languages:**

**Romanian** – Mother language

**English** - Understanding – Good / Speaking – Good / Writing – Good

**Greek** - Understanding – Good / Speaking – Good / Writing –Good

**Competences:**

Ability to learn new duties quickly with less supervision.

Team management and Teamwork

Planning & Organizing

Can work under pressure.

Flexible in responding to changes and accepting new responsibilities.

Willing to work overtime and undergo training.

Honest, hardworking, resourceful, determined, confident.

Highly organized, people oriented and responsible