 **PRASHANT BABAJI POTE**

**Address**: Koperkhairane, Sec -8, Room No-499

Ganesh Galli, Opposite RF Naik School,

Navi Mumbai - 400709 **Mobile**: 9323473740

**Email** : [prashantpote20@gmail.com](mailto:prashantpote20@gmail.com)

# OBJECTIVE

To pursue my career in a professional and progressive environment, where I am given the opportunity to utilize my skills and experience for the growth and development of the organization and achieve individual Career Growth**.**

# ACADEMIC QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXAM** | **BOARD** | **INSTITUTION** | **YEAR OF PASSING** | **CLASS %** |
| T. Y. B.sc in  Hospitality Study. | Mumbai  University | BVIHM | June 2012 | Second  class |
| S. Y. B.sc in Hospitality Study. | Mumbai University | BVIHM | July 2011 | Second class |
| F. Y. B.sc in  Hospitality Study. | Mumbai  University | BVIHM | April 2010 | Second  class |
| H.S.C | Mumbai  University | ICL College Navi  Mumbai. | Feb 2009 | Second  class |
| S .S.C | Mumbai  University | RF.Naik school  Navi Mumbai | March 2007 | Second  class |

**Additional Skills :** Completed MS-CIT Computer Course

## PROFESSIONAL EXPERIENCE

* **Siesta Hospitality Service Limited**

# (Working as an executive-food and beverage manager)

# 4th October 2019 to 10th November 2020

## Job Role & Responsibilities:

* Working as an executive manager my first priority is guest satisfaction.
* Making report if any lost and found article find out.
* Keep track on monthly target.
* Attend the briefing with the general manager as well as other respected HOD’s regarding operational needs.
* Overseeing the operational aspects of the food and beverage department to meet budgeted revenue and expenditure.
* Leading the F & B team by recruiting, training and appraising talented personnel.
* Co-ordination with the Executive chef to design exceptional menus and continuously make necessary improvements in the Restaurant, Banquet and Bar Menu.
* Monthly taking Inventory, followed monthly reports, and MIS.
* Highest level of guest satisfaction as indicated through feedbacks. Responsible for maintaining

Cordial relation with large corporate clients to assure satisfactory service. Overseeing bookings for banquets**.**

* + **Balaji Movieplex Ltd**

## (Working as a Captain in the fan club or 9/12 restaurant)

**2 Oct 2017 to 7th Feb 2019**

**Job Role & Responsibilities**:.

* + - Take food and beverage orders. I deliver beer, cocktails and non-alcoholic beverages to the table. When a wine steward or sommelier is not part of the staff, I will make recommendations, suggest pairings with particular menu items, decant bottles and serve wine.
    - Prepare food in front of guests. As a restaurant’s captain I am responsible for providing Guerdon service. Using a cart or specially made trolley, I prepare, present and finish dishes table-side in front of the guests.
    - Train and supervise my staff. This role requires a sociable multi-tasker who can oversee the work of a team while simultaneously interacting with customers. When a

Server joins the staff, you will show him the ropes - everything about the restaurant’s standards, specifics and signature items.

* + - Communicate with other employees at the restaurant. Keep in close

Contact with the chef and kitchen staffs to learn about changes and ensure food orders are processed efficiently.

* + **Lite bite travel food Pvt. Ltd**

**(Captain at International Airport, Mumbai)**

**14th Dec 2015 - 20th june2017**

**Job Role & Responsibilities**:

* + - Taking order.
    - Taking whole outlet inventory, cash inventory and take care of guest handling.
    - Taking responsibility for opening and closing of restaurant.
    - Training the new staff who join the team
  + **“IBIS HOTEL” (ACCOR GROUP)**

**(Associate in Navi Mumbai)**

**3rd Jan 2015 - 7th Dec 2015**

Job Role & Responsibilities:

* + - Handling shift in absence of shift Manager.
    - Handling micros.
    - Handling VIP section
  + **Renaissance Mumbai Convention Centre Hotel (Marriott Group).**

**(Guest Service Associate)**

**15th June 2013 to 15Th November2014**

* Learning how to handle VIP sections.
* Learn various types of banquet set up.
* Taking order in Multi cuisine restaurant.
* Taking room service orders and placed order to room with IRD set up.
* Taking inventory of banquets.

**Extra-Curricular Activities:**

* Actively participated in Theme Dinner, Theme Lunch, Ganesh Festival, Fresher’s Party
* And various other festivals.
* Participate in Bacchus beverage Academy workshop training.
* Certificate of Achievement (**successful completion of the 3 months training in Singapore from 8th February 2013 to May 2013** )
* Certificate of Appreciation for being part of service brigade at The Arab & Latin

American League summit (AL FAISALIAH HOTEL, RIYADH SAUDI ARABIA) NOV2015

**Personal Details**

Date of Birth : 19-05-1991

Father’s Name : Babaji Sadashiv Pote

Gender : Male.

Marital Status : Married

Language Know : Marathi, English, Hindi.

Nationality : Indian.

Passport No : P1128095

IELTS SCORE CARD : OVERALL 5.5

Strengths : able to work under pressure,

Self-motivated, honest & pleasing.

Hobbies : Playing Cricket

References : On Request.

**Declaration**

I hereby declare that the information furnished above is true to best of my knowledge.