

# Curricular Vitae

## CURRICLUM VITAE

Personal Details	
Name	: YOGESH DAVE
Father's Name	: BHUPENDRABHAI M DAVE
<u>Permanent Address</u>	: MADHAPAR CHOWKDI NEAR NAGESWAR TEMPLE JAYVRDHINI RECIDENCY FLET NO C-102 RAJKOT
Contact No. (Mob)	: +91 8401033894
Contact No. (Res)	:
Date Of Birth	: 22 <sup>st</sup> October 1990
E-Mail	: <a href="mailto:Yogidave01@gmail.com">Yogidave01@gmail.com</a>
Gender	: Male
Nationality	: Indian
Marital Status	: married
Height	: 5''8 feet
Weight	: 89.kg

### Objective:

Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the Organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

**AMRUT ORNAMENTS PVT LTD ( RAJKOT) 01 JUN-2020 TO TILL DATE**

**HR / OPERATION MANAGER**

**Work Responsibilities:**

- Set objectives for the HR team and track progress
- Monitor internal HR systems and databases
- Review and approve or modify budgets
- Design and implement company policies
- Monitor key HR metrics
- Act as a consultant to managers and staff regarding policies and procedures

**PURANMA RESTAURANT (DUBAI) 3 NOVEMBER 2019 TO 24 JUNE 2020**

**CASHIER CUM RESTAURANT MANAGER**

**ABOUT PROPERTY**

Puranmal Restaurant is a name synonymous with quality Indian sweets and savouries. Our legacy began over 90 years ago from humble roots and has grown to make us an established market leader of Indian delicious.

**Work Responsibilities:**

- ❖ Training staff to follow restaurant procedure.
- ❖ Maintaining food quality standard.
- ❖ Keeping customers happy and handling complaints
- ❖ Manage and oversee the entire restaurant operation.
- ❖ Ensuring guest satisfaction.
- ❖ Plan new and update existing menus.

**HOTEL SURBHI (MUNDRA) Gujarat 12 DECEMBER 2018 to 20/04/2019**

**General Manager**

**About Property**

Hotel Surbhi offers one of the best amenities in a room And Outdoor Terrace Garden With Gazebo To Enjoy In True European Style On Chilly Winter Mornings & Evening Sit-Out like tea/coffee, Ice Cream And Juice. SABRI RESTAURANT (We Serve Fresh, Organic & Hygienic Food Made From Our Own Farm & Dairy), Fully A/C Conference Hall With L.C.D.Projector Ample Car Parking Zone With Security Guard, 36 Fully Furnished A/C Luxurious Suite Room – A/C Deluxe – Non A/C Deluxe internet connectivity (Cyber Cafe), Local, STD, & ISD telephone lines, designed bath room facilities, colour television and cable service, And Gymnasium Facilities. Hotel Surbhi, like most international sophisticated Business Hotel, provides you with a trendy, vibrant, dining experience, a high-tech venue for conferences and Banquets, travel desk, round-the-clock room service, thus making it a complete experience and not just a stay.

**Work Responsibilities:**

- ❖ Plan, coordinate and manage all business operations to achieve corporate goals.
- ❖ Develop and implement business plan for profitability.
- ❖ Assist in budget preparation and expense management activities.

- ❖ Evaluate the effectiveness of marketing program and recommend improvements.
- ❖ Develop strategies to improve overall quality and productivity.
- ❖ Generate business, cost and employee reports to management.
- ❖ Schedule regular team meetings to discuss about business updates, issues and recommendations.

- ❖ Respond to employee concerns in timely manner.
- ❖ Provide direction and guidance to employees in their assigned job duties.
- ❖ Determine staffing requirements and ensure that office positions are filled promptly.
- ❖ Assist in employee recruitment, training, performance evaluation, promotion and termination activities.
- ❖ Ensure that employees follow company policies and procedures.
- ❖ Address customer inquiries promptly and professionally and ensure customer satisfaction.

**QSEC TILES PVT LTD (MORBI) Gujarat APRIL 2018 to NOV-2018**  
**Operation Manager (30/11/2018)**

**About Property**

QSEC TILES Is Glazed Vitrified Tiles Import Export To Russia, Brazil ,United Kingdom, China.

**Work Responsibilities:**

- ❖ Recruit, select, train, assign, schedule, coach, counsel and discipline employees
- ❖ Communicate job expectations; planning, monitoring, appraising and reviewing job contributions
- ❖ Plan and review compensation actions; enforcing policies and procedures
- ❖ Contribute operations information and recommendations to strategic plans and reviews; prepare and complete action plans; implement production, productivity, quality and customer-service standards; resolve problems; complete audits; identify trends
- ❖ Forecast requirements; prepare an annual budget; schedule expenditures; analyze variances; initiating corrective actions
- ❖ Develop operations systems by determining product handling and storage requirements; develop, implement, enforce and evaluate policies and procedures; develop processes for receiving product, equipment utilization, inventory management and shipping
- ❖ Analyze process workflow, employee and space requirements and equipment layout; implement changes
- ❖ Maintain safe and healthy work environment by establishing, following and enforcing standards and procedures; complying with legal regulations
- ❖ Accomplish operations and organization mission by completing related results as needed
- ❖ Manage staff levels, wages, hours, contract labor to revenues
- ❖ Responsible for all department managers and supervisors, with review/approval responsibility for all operations employees
- ❖ Responsible for all aspects of vehicle and heavy equipment rentals
- ❖ Manage relationships with key operations vendors
- ❖ Track vendor pricing, rebates and service levels

- ❖ Review and approve all operational invoices and ensure they are submitted for payment

**Grand Heritage Khirasara Palace (Rajkot) Gujarat December 2010 to jully-2017**  
**Head Cashier (07/07/2017)**

**About Property**

**Spread over 7. Acres, having sheesh Mahal: - Multi Cuisine Restaurant, Serves Lunch and Dinner.**

**Wind & Waves: - A 24 hrs functional trendy & comfortable Coffee Shop serving Breakfast, Lunch and Dinner, mouth watering tit-bits & In House Bakery Products.**

**Deep Mahal: - A specialty candle lit Dinning, serves Dinner.**

**Two banquet halls Capacity of 200 and 2000 people.2 party plots capacity of 600 to 1500 people,**

**26 Royal Suits, swimming pool, Billiards, board room, table tennis, etc**

The majestic monument of **Khirasara**, which has witnessed the rich heritage and culture of the glorious past of Kathiawar, and has borne the brunt of centuries of history, now stands in its fullest splendor and glory, in the resplendent present.

The palace which is rich in Kathiawar culture, traditions and has witnessed history of 450 years of royalty and Luxury has been resorted in such a way that it represents the glory and grandeur of its magnificent past yet 26 Royal Suits and all Suits are equipped with modern day.

**Work Responsibilities:**

- ❖ Monitor the work of cashiers on a daily basis
- ❖ Create and distribute cashier schedules and till allocation
- ❖ Ensure that workload is equally divided between cash registers
- ❖ Perform cashier duties during cashiers' absence or extreme workload
- ❖ Supervise the activities of checkout stations on a constant basis
- ❖ Evaluate performance of cashiers and provide managers with information on appraisals
- ❖ Ensure that each customer's transactions are processed accurately and in a time efficient manner
- ❖ Generate and maintain account related reports
- ❖ Manage bank deposit activities and make sure that cash is counted accurately at the end of each shift
- ❖ Reconcile cash with receipts at the end of each shift and make sure that any discrepancies are managed immediately
- ❖ Identify and address any accounts related problems on an immediate basis
- ❖ Resolve employee conflicts and ensure that any customer complaints are handled immediately
- ❖ Interview, hire and train new employees to work as cashiers
- ❖ Identify and correct cash register errors and take measures to ensure that further errors do not happen.

### **Previous Working Experience:**

Working With Hotel Pradhyuman Lords Inn Rajkot (Gujarat)

(Cashier)

### **Previous working experience:**

Part of the hotel first 3.star Hotel in saurastra Gujarat It's an 58 Room hotel with an area of 1.5 acres.

### **About Property**

Spread over 1.5 Acres, having one multi cuisine restaurants. And one Restaurant capacity 66 pax, two banquet halls Capacity of 350 and 450 people, capacity

56 Accommodations rooms, swimming pool, health, Club, Permit shop, Saloon, Jacuzzi and boutique

A New venture of imperial hotel is comprise with all Standard facilities like health club, Book shop, spa, saloon, board room, etc

### **Hotel The Grand Bhagvati Rajkot(Gujrat )**

### **Restaurant Captain**

### **About Property**

Spread over 5 Acres, has 60 well-appointed rooms ,restaurants and bar, including Earthen Oven – the Indian specialty restaurant, banquet hall and conference rooms are fully equipped to host events for up to 400 guests.

## **EDUCATIONAL DETAILS**

❖ Passed intermediate from H.S.C. in gujrat state examination board pass with 76.63%

### **Hobbies**

- Traveling
- Cricket
- Listening music

### **Language Known**

- Hindi.
- English.
- Gujarati

### **Computer Knowledge**

- Ms-Office
- Internet
- IDS

About Me :  
Present Salary :  
Joining Time : 30 days  
Relocation : Anywhere

**DATE:- / /**

**Yogesh b Dave**