

K GAICHUNGLIU RONGMEI

ASSITANT MANAGER

+91-8373968105

Chakkarpur, Phase 1, Gurugram, Haryana

SUMMARY

Seeking a challenging position where I can leverage my strong communication skills, ability to handle high-pressure situations, and expertise in multitasking to contribute effectively to the organization. With hands-on experience in bakery and coffee preparation, I aim to deliver excellent service while continuing to grow both personally and professionally.

PROFESSIONAL SKILLS & STRENGTH

- Honest, punctual, and dependable
- Excellent communication and interpersonal skills
- Skilled in bakery preparation and coffee-making (all types)
- Strong customer service orientation with a friendly demeanor
- Capable of managing billing, handling payments, and maintaining accurate records
- Able to stay calm and efficient in high-pressure situations
- Quick learner with the ability to multitask and manage daily operations effectively

WORK EXPERIENCE

ASSISTANT MANAGER

Dalgrakh, Suncity, Sector 54 Chowk, Gurugram (2021 - Present)

- Responsible for baking and preparing a wide variety of cakes and pastries as per customer and client requirements
- Skilled in making all types of coffee (espresso, cappuccino, latte, cold brews, etc.) with attention to quality and presentation
- Manage daily accounting, including handling cash and digital payments, generating bills, and maintaining accurate transaction records
- Oversee all operational tasks, ensuring smooth workflow and timely service
- Maintain daily reports related to sales, expenses, and inventory
- Supervise kitchen staff and assist in training new team members
- Ensure hygiene and quality standards are consistently met across food preparation and service areas
- Coordinate and deliver custom cake and bakery orders to various restaurants and cafés within tight deadlines

SERVICE STAFF

The Forest, G.F., Building No.-38, Basant Lok Market, Vasant Vihar, New Delhi (2020-2021)

- Provided high-quality customer service to guests
- Maintained cleanliness and service efficiency
- Handled guest queries and ensured customer satisfaction

EDUCATION

HIGH SCHOOL (10TH)

BOSEM

PERSONAL DETAILS

Father's Name : Mr. Zelung Rongmei Kamei

Date of Birth: 15 October 1998

Marital Status: Single

Gender: Female

Nationality: Indian

Languages Known: English, Manipuri, Hindi

Hobbies: Dancing, Singing, Reading Books

