**RESUME**



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* **CAREER OBJECTIVE**

TO WORK IN A DYNAMIC ORGANIZATION THAT OFFERS SIGNIFICANT EXPOSURE CHALLENGING WORK ENVIRONMENT AND GROWTH OPPORTUNITIES TO UTILIZE MY SKILLS TO AN OPTIMUM THEREBY, EMBARKING UPON A CAREER THAT IS INTELLECTUALLY STIMULATING AND PROFESSIONAL REWARDING.

* **EDUCATIONAL QUALIFICATIONS**
* PRESENTLY DOING MBA (HR MANAGEMENT) FROM **ANNAMALAI UNIVERSITY**, INDIA.
* BA -DEGREE FROM **CALICUT UNIVERSITY**
* DIPLOMA IN HOTEL MANAGEMENT FROM **INDIAN INSTITUTE OF MANAGEMENT STUDIES** COCHIN.
* DIPLOMA IN COMPUTER APPLICATIONS FROM **MCC** SOFTWARE DEVELOPMENT

&TRAINING (PVT) LTD.

* **PROFESSIONAL EXPERIENCE**
* PRESENTELY WORKING WITH **HOTEL PARK RESIDENCY, KAKKANADU AS RESTAURANT MANAGER**  FROM FEBRUARY 19 TILL TO DATE.
* WORKED WITH **LEOPOLDS OF LONDON RESTAURANT, DUBAI.AS ASSISTANT RESTAURANT MANAGER** FROM 17-03-2014 TO 26-01-2015

**RESPONSIBILITIES**:-

* MANAGE, SUPERVISE AND TRAIN JUNIOR EMPLOYEES.
* RESOLVING CUSTOMER GRIEVANCES ABOUT QUALITY OF FOOD OR OTHER SERVICES.
* PREPARE CHECK LIST FOR OPENING AND CLOSING ACCORDING TO THE COMPANIES SOP
* ENSURING THAT HYGIENE AND SANITATION IS MAINTAINED AT HIGH STANDARDS WITHIN THE RESTAURANT.
* PREPARE STAFF DUTY SCHEDULES ,MONTHLY INVENTORY
* OVERSEEING THE PREPARATION FOOD AND BEVERAGES AND ENSURING THAT THE SERVINGS ARE APPROPRIATE.
* ANALYZING RECOPIES USED IN FOOD AND BEVERAGES
* HELPING MANAGER, ENSURE THAT THE KITCHEN STAFF ADHERE TO FOOD HEALTH AND SAFETY STANDARDS
* WORKED WITH AZADEA GROUP OF COMPANIES (KOSEBASI ABUDHABI) AS HEAD WAITER FROM OCTOBER 2012 TO 16-03-2014.
* WORKED WITH GRAND HOTEL COCHIN AS A SENIOR CAPTAIN FROM16TH NOV 2011 TO SEPT 2012
* WORKED WITH LEYLATY GROUP OF RESTAURANTS JEDDAH, KSA .AS A CAPTAIN FROM 6TH AUG 2008 TO 17TH SEPT 20011.
* WORKED WITH SAFEER GROUP OF HOTELS, IN MUSCAT,SULTANATE OF OMAN.AS A RESTAURANT/BANQUET CAPTAIN FROM JANUARY 2007 TO JUNE 2008.

RESPONSIBILITIES:-

* SUPERVISE AND TRAIN JUNIOR EMPLOYEES.
* SET TABLES ACCORDING TO TYPE OF EVENT AND SERVICE STANDARDS.
* WELCOME AND ACKNOWLEDGE ALL GUESTS ACCORDING TO COMPANY STANDARDS.
* ENSURE PROPER CENTERPIECES ARE DISPLAYED ON EVERY TABLE.
* INSPECT THE CLEANLINESS AND PRESENTATION OF ALL CHINA, GLASS, AND SILVER PRIOR TO USE.
* COMMUNICATE, SERVICE NEEDS TO CHEFS AND STEWARDS THROUGHOUT FUNCTIONS.
* COMMUNICATE ADDITIONAL MEAL REQUIREMENTS, ALLERGIES, DIETARY NEEDS, AND SPECIAL REQUESTS TO THE KITCHEN.
* ENSURE BANQUET ROOMS, RESTAURANTS, AND COFFEE BREAKS ARE READY FOR SERVICE.
* TOTAL CHARGES FOR GROUP FUNCTIONS, AND PREPARE AND PRESENT CHECKS TO GROUP CONTACTS FOR PAYMENT.
* CHECK IN WITH GUESTS TO ENSURE SATISFACTION.
* WORKED FOR **HOTEL AL ATTAS** AS SENIOR WAITER IN SAUDI ARABIA,JEDDAH

FROM 21/09/2004 TO 20/09/2006

* WORKED FOR **GRAND HOTEL COCHIN** AS WAITER 27/10/2003 TO 10/09/2004
* WORKED FOR HOTEL HARDEV, NAGPUR AS A WAITER FOR ONE YEAR
* INDUSTRIAL EXPOSURE TRAINING DONE IN **VICEROY HOTEL HYDERABAD** SIX

MONTHS FROM 12/03/2001 TO 07/09/2001

**PERSONAL DETAILS**

FATHER’S NAME : BALAKRISHNAN

NATIONALITY : INDIAN

SEX : MALE

RELIGION : HINDU

MARITAL STATUS : MARRIED

DATE OF BIRTH : 04/05/1978

PASSPORT NO : J5377994

PLACE OF ISSUE : JEDDAH

DATE OF ISSUE : 11/09/2011

DATE OF EXPIRY : 10/09/2021

LANGUAGES KNOWN : ENGLISH, HINDI,

MALAYALAM, ARABIC.

HOBBIES : WATCHING MOVIES,

PLAY SUDOKU, CHESS.

* **DECLARATION**

I HEREBY DECLARE THAT ALL ABOVE MENTIONED DETAILS ARE TRUE AND BEST OF MY KNOWLEDGE.

(**ASOK KUMAR EDICHERRY VEETIL)**