

RESUME

Anil Sharma

Permanent Address

C/106,sector 1,
Avantika, Rohini
New Delhi-85
Contact No. :- 08894147671,7876011205



EDUCATIONAL QUALIFICATIONS:-

- (a) Done SSC 1989-1990 from Mumbai.
- (b) Diploma in Hotel Management[2010]

ORGANIZATIONAL EXPERIENCE:

- Worked as Senior Captain in The Saffron Court (Multicuisine Restaurant) (1st Jan 2005-30th Oct 2006).
 - Job responsibilities: taking booking of private parties, birthday parties etc.
 - Preparing costing report of f&b service department.
 - Making log book of f&b outlets.
 - Cash handling during operation time.
 - Taking inventory of CGS of f&b outlets.
- Worked as Banquet supervisor in Sarovar Park plaza Hospitality Limited (N.Delhi)Co-handling Banquet sales and front office (Nov 1st 2006-31st. March 2007).(Property of 3 Banquet hall,1 Roof Top ,Two Lawns ,food court, health club ,Restaurants, Bars, Health Club.)
 - Trained & supervised 22 banquet staff in proper food service with attention to detail.
 - Supervised food operation in banquet department with revenue of nearly 40 lakh per month
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 - Assisted in executing member club functions on weekend with theme setups, rain dance, food festival.
 - Directed the setups of conference & social function.
 - Ensure proper billing of cash & BTC(bill to company) after every function.
 - Reputed clients:-Indian Medical Association, Indian Dental Association, SAIL,GAIL, KOTAK, Indian Oil ,HDFC Other.
- Promoted as Assistant Manager F&B wef.01st April 2007 and Worked till 31 March 2014
 - Oversaw f&b department including 2 bar, 2 restaurant, 3 banquets,1 lawn,1 terrace, spa & gym.
 - Responsible for managing a staff of 46 employees under the guidelines of f&b manager ensuring proper service.
 - Participating in staff meetings & evaluate performance of employees in designated areas providing regular employee of the month & ensuring appraisals for improvement.
 - Work with f&b team to increase net sales year over year as new targets where assigned by the management.

Maintaining efficient relation with corporate guest to ensure year long business.

Demonstrated ability to increase banquet sales & build rapport with clientele maintaining standards of sarovar hotels .

- Worked as operational Manager in Binwa Palace a group of Banquet halls handling Purchase, F&B service, production, House Keeping & ODC'S (10th April. 2014 – 31st Jan.2016)
- Worked as Astd.f&b manager in Sarovar Portico (Himachal) from 27-06-2016 to 1-11-2017 (Four Star Property)
- Coordinate with clients to decide menu & beverage services for banquets.
Responsible for making arrangements of equipment like projectors, laptop & office supplies.
Follow up with clients & vendors to ensure the banquet will meet expectations & run smoothly.
Handle the task of collecting deposits from the clients before the event & final payment after.
Taking care of buffet menus & ensure the lunch & dinner is laid according to the time & guidelines of restaurant.
Ensuring proper grooming and hygiene standards are followed.
Taking proper note of closing & ensuring no debris is left back in the outlets after operations.
Conducting regular weekly training of the service staff under the guidance of HR manager, executive chef, maintenance engineer, housekeeping manager on different aspects providing necessary knowledge of all operations.
- Worked as pre-opening operational General Manager in Hotel Lapearl(Bhopal)from 9th November 2017 to 30th oct.2018.
- A unit consisting 22 detailed rooms,2 conference halls,2 banquet halls and 1 restaurant..
- Presently working as Pre-opening General Manager from 1st November 2018 till date in Leharsaa resort(Madhai)MP(Three star property of Gold mark resorts).A unit consisting of Luxurious7 cottages and 2 suite rooms with all amenities like Jacuzzi and steam bath. A swimming pool, cycling track, day and night jungle safari is also a part of hotel activities.

PERSONAL DETAILS:-

Name	:	Anil Sharma
Date of Birth	:	25 th Dec, 1971
Domicile State	:	Himachal Pradesh
Sex	:	Male
Marital Status	:	Married
Passport No.	:	N3322450

Personal Skills:-

- Over 10 Years Experience in Hospitality and Administration
- Works on Cost Cutting to Eliminate Costly Services

- Special Talent to work with all types of people
- Well organized, Self Starter, Highly Productive .

Declaration:-

I hereby declare that above information furnished by me are true.

Date.....

Place.....

(Anil Sharma)