

HARSHAD SHELKE



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DATE OF BIRTH:-

04—DEC—1983

NATIONALITY:- INDIAN PASSPORT NO.:- U3340537

Passport Expiry: - 14/ 10/ 2030

Passport Issue: - 15/ 10/ 2020

LINKS:- [FACEBOOK](#) [LINKDEAN](#) [INSTAGRAM](#)

PRO FILE:-

Diligent Restaurant Manager with 12 year tenure in keeping a finger on the pulse of operations in highly prestigious fine dining settings. Striving to achieve the highest quality standards in food preparations and customer service by executing rigorous training and development programs. Looking for a supportive working experience to enrich learning experience also an opportunity to grow while learning to fulfill career.

SKILLS:-

Scheduling & Reservation Software

Food Service Laws

Honesty, commitment & Dedication

Customer relationship management

Inventory Management System

Accounting Software

Hard work and sincerity

Strong communication skill

❖ **EMPLOYMENT HISTORY:-**

Restaurant Manager

PRESENT

(Thakkar a group Kuwait)

- Responsible for managing and maintaining all the restaurants & F & B Business.
 - Responsible for Pilferage control, QA & QC.
 - Inventory control & analyzing & studying the fast & slow moving items.
 - Oversee all aspects of operations including managing, staffing, planning, budgeting, procuring and training.
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Restaurant General Manager, OCT/ 15- MAR/ 21
Barbecue Nation Pvt. Ltd.

- Overseas food safety practices & equipment sanitations.
- Direct dining room set up in the restaurant & outside area.
- General Administration & Motivating the co-workers to raise their benchmark & increase their abilities & efficiency.
- Manage inventory control & supplier liaison.
- Conduct inspections in all areas of the restaurant before opening & closing.
- Perform audits on all areas of the restaurant to ensure the state of readiness before midday and evening service.
- Conduct morning meetings with waiters to discuss menu specials.

Food & Beverage Supervisor, Hotel Ramee California,
Manama (Bahrain) Oct- 11 to Aug- 15

- Willingness to develop team members and self.
- Assist in the supervision of security arrangement and property maintenance in line with Hotel policy.
- Conferring with Managers to coordinate activities with other organization units.
- Assist in coordinating special functions with the outlet Manager or F & B Manager.
- Supervise the F&B team to include efficient staffing, team member's development & training, performance management & policy enforcement.
- Supervise the work process & procedures of beverage team members including the assignment of tasks of work to be done.

Food & Beverage Captain, Hotel Fortune Landmark
Indore (INDIA) May- 08 to Aug- 11

- Managed all wait staff & assisted Manager in the daily operations of the full service, luxury restaurant & country club.
- Worked closely with the Executive Chef on unique, interesting menu items & development of new exciting flavor profiles for the guest to explore.
- Assisted guest in order selection by promoting specific menu items & specials.
- Regularly follow-up with guest tables & promptly fulfill additional request, coordinated with kitchen staff to ensure timely & accurate



order preparations.

- Frequently assisted colleagues during rush period to foster & promote teamwork while providing exceptional service & guest dining experience.

F&B Waiter, Hotel Quality Inn Regency,

Nashik (INDIA)

FEB/07 to APR/08

- Introducing the menu to guest, explaining dishes & making recommendations to guest if requested.
- Taking food orders from guests & passing them to kitchen staff promptly & without errors and serving food and drinks particularly.
- Keeping an eye on guests regularly to ensure they are enjoying their meal & anticipating their needs.
- Ensuring the service area is clean & tidy at all times & Setting tables for the next guests.

PROFESSIONAL AFFILIATION

- Possess a strong determination & courage to move forward successfully.
- Listening to my critics & working on them & thirst for facing new challenges.
- Adaptability & resistance are other personal traits help me to overcome the hardship in life.
- Strategic thinker, ability of developing insightful strategies, capitalizing on capabilities & converting potential into opportunities.
- Utilizing result-driven approach & growth-centered mind-set to drive positive change in the hospitality culture.

EDUCATION:-

Bachelor's Degree in Hotel Management,

Nagpur University (INDIA) July- 2002 to Aug- 2006

Courses Topics:-

Hospitality Law, Food & Beverage Management, Human Resource Management, Food Production & Presentation, Hospitality Management.

Practical Training Program In Hotel Ambassador Ajanta, Aurangabad (INDIA)

Training Department:-

Food & Beverage (Restaurant & Banquets) Front Office &



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Housekeeping



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