

**Avtar Singh**

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Name : Avtar Singh  
Date of Birth : August 24, 1988  
Gender : Male  
Nationality : Indian  
Civil Status : Single.  
Passport Number : S6628000  
C.P.R No. : 880858567  
Date of Issue : May 20, 2018.  
Valid Until : May 19, 2028.

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- To seek a position in an organization that provides me with an opportunity to work in an exciting and a dynamic environment and leverage my educational qualification in prior work experience to add value to myself and to the organization.

#### **SPECIAL SKILLS:-**

- Can adapt easily to new environments.
- Flexibility and Excellent customer service skills.
- Problem-solving and Organisational skills.
- Enjoy enter-acting with different kinds of people.
- A record of having fulfilled all given jobs to satisfaction.
- Hardworking, loyal and honest.
- Leadership and Teamwork.
- Multi-tasking ability.

#### **COURSES TAKEN:-**

- Hygiene, Health & Safety Management
- Food & Beverage Management

#### **EXTRA CURRICULUM ACTIVITY:-**

- Best employee of the month in Hotel Le Meridien Ahmedabad India.
- Appreciation letter in Hotel Majestic Park Plaza Ludhiana India.
- Promoted as a Captain from waiter in Fortune Group of Hotels.
- Promoted as Assistant Restaurant Manager in Chaise Café & Art gallery.

#### **PROFESSIONAL EXPERIENCES:-**

##### **Company: Cuba Café.**

- Place : Al Adliya Kingdom of Bahrain.
- Position : Restaurant Manager.
- Period : From July 2019 to till date.



### **Duties and Responsibilities:-**

- Punctual and well-groomed on duty, Report to the Managing Director.
- Manage and oversee the entire restaurant operation.
- Responsible for all over restaurant marketing strategies, recruiting and hiring restaurant staff, training, overseeing food quality, developing menus as well as greeting and serving restaurant guests.
- Researching new wholesale food suppliers and negotiating prices.
- Manage restaurant supplies and control costs and minimize waste.
- Placing food and beverage order and maintaining adequate stock.
- Prepare shift schedules and Process payroll for all restaurant staff.
- Provide direction to shift leaders, and staff to achieve restaurant goals.
- Gather guests' feedback and recommend improvements to our menu.
- Ensuring guest satisfaction and deliver superior guest services .
- Ensures compliance with all restaurant policies, standards and procedures.
- Implement innovative strategies to improve productivity and sales.

### **Company: Extrovert Café & Restaurant:-**

- Place : Al Adliya Kingdom of Bahrain.
- Position : Restaurant Manager.
- Period : From January, 2019 to July 2019..



### **Duties and Responsibilities:-**

- Punctual and well-groomed on duty, Report to the Managing Director.
- Conduct daily briefs prior to each staff for grooming, reservation and special dishes.
- Supervise restaurant and all related areas in the absence of operation manager.
- Communicate to the chef or operation manager any issues regarding food quality and service levels.
- Coordinating with the chef on BOH food costs, inventory and employee management.
- Manage staff throughout their shift and provide them with feedback as required.
- Prepare the weekly shift, ensuring adequate staffing of the restaurant at all times.
- Maintaining monthly, quarterly and yearly inventory.
- Ensures compliance with all restaurant policies, standards and procedures.
- Anticipate the guest needs and Interacts with guests to obtain feedback on product quality and service levels.
- Handle guest problems and complaints, seeking assistance from management as necessary.
- Brief the staff about upselling and suggestive selling and arrange meeting time to time to communicate with the staff.
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**Company: Chaise Café & Art Gallery:-**

- Place : Al Adliya Kingdom Of Bahrain.
- Position : Assistant Restaurant Manager.
- Period : From Jan. 2017 to Jan. 2019.



**Company: Pastarito (Alazzam Group):-**

- Place : Bahrain City Center.
- Position : Restaurant Supervisor.
- Period : From November, 2015 to Dec.2016.



**Company: Kylin Experience (A Welgrow Hotel Concept pvt ltd):-**

- Place : Elante Mall Chandigarh India.
- Position : Restaurant Supervisor.
- Period : From September, 2014 to November, 2015.



**Company: City Tower Hotel (Fortune Group of Hotels):-**

- Place : Fujairah, UAE.
- Position : Captain.
- Period : From November, 2012 to June, 2014.



**Company: Ramada Chelsea Hotel Al Barsha:-**

- Place : Dubai, UAE.
- Position : Waiter
- Period : From, February, 2010 to October, 2012.



**Company: Hotel Majestic Park Plaza:-**

- Place : Ludhiana (Punjab) India.
- Position : Waiter
- Period : November, 2008 – December, 2009.



**Company: Hotel Le Meridien:-**

- Place : Ahmedabad India.
- Position : Tr. waiter.
- Period : May 2008 – November 2008.



**PROFESSIONAL QUALIFICATION:-**

- Examination : Diploma in f & b service.
- Institution : K. F. C. I. Hamirpur, Himachal Pradesh India.
- Year of passing : July 2007.

**EDUCATION QUALIFICATION:-**

- Examination : (10+2) from commerce stream.
- Institution : H. P. B.S. E. Dharamshala.
- Year of Passing : March, 2006.

**TECHNICAL SKILLS:-**

- Basic knowledge of computers.
- M.S Excel, M.S Office.
- Pixel point, Micros & POS Knowledge.

**LANGUAGES KNOWN:-**

- Fluent in English.
- Fluent in Hindi.
- Fluent in Punjabi.
- Basic Arabic.

**DECLARATION:-**

I hereby declared that the Information in this document is accurate and to the best of my Knowledge.

**Date :: May 2020 .**

**Place : Bahrain.**

**Yours Sincerely,  
Avtar Singh**