# RESUME

# 

### MANOJ .G,

**Siji Bhavan,**

**Koduvila (P.O),**

**East kallada,**

**Kollam, Kerala,**

**Pin – 691502.**

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**OBJECTIVE:**

## **To become a part of challenging environment that enable me to utilize my qualification, experience, talents and abilities to contribute to the growth and success of the organization as well as self-optimization**

**PERSONAL PROFILE:**

**I am an enthusiastic professional seeking an opportunity to explore my potential abilities towards achieving high professional targets in a challenging environment and Very efficient, trustworthy and industrious with strong interpersonal, communication and training skills achieved via 12 years of excellent and dedicated service for busy establishments within the hotels and catering sectors.**

**Father’s Name : Grahari .S**

**Age & Date of Birth : 30-05-1987**

**Sex : Male**

**Marital status : Single**

**Religion & Caste : Latin Catholic**

**Nationality : Indian**

###### EDUCATIONAL QUALIFICATIONS

* **S.S.L.C**
* **PLUS TWO**

**PROFESSIONAL QUALIFICATIONS**

**Diploma in Hotel Management from Indian Institute of Hotel Management**

**Studies, Ernakulum, Kerala.**

**LANGUAGE KNOWN**

* **English, Hindi, Tamil and Malayalam**

**EXTRA CURRICULAR ACTIVITES**

* **Listening Music, Reading Books**

#### **CAREER ACHIEVEMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***From*** | ***To*** | ***Name of the Company*** | ***Position Held*** | ***Duties include*** |
| ***02-04-2017*** | ***Continuing*** | **Coral Bay Resort Bahrain** | ***Asst Restaurant Manager*** | **Food and Beverage**  **Service** |
| ***03-03-2015*** | **01-4-2017** | **Coral Bay Resort Bahrain** | ***Restaurant Supervisor*** | **Food and Beverage**  **Service** |
| ***17-06-2013*** | **28-02-2015** | **Rice Bowl Seef Mall Manama, Bahrain** | ***Restaurant supervisor*** | **Food and Beverage**  **Service** |
| ***29-02-2012*** | **16-06-2013** | **Rice Bowl BCC**  **Manama, Bahrain** | ***Restaurant supervisor*** | **Food and Beverage**  **Service** |
| **05-10-2009** | **04-10-2011** | **Al Azzam Group**  **Manama, Bahrain** | **Senior waiter** | **Food and Beverage**  **Service** |
| **10-08-2006**  **27-03-2006** | **01-10-2009**  **13-07-2006** | **Leela Palace kovalam**  **Trivandrum,Kerala**  **Thara International karamana, Trivandrum**  **Kerala** | **Waiter**  **Industrial Trainee** | **Food and Beverage**  **Service**  **Food and Beverage**  **Service** |

**Responsibilities**

* **Delegated with giving dining service during Breakfast, Lunch, Dinner**
* **Successfully handled, monitored and controlled whole food and beverage operations.**
* **Forged well-built relationships with the customers, staff members, guests and team organizers.**
* **Outstanding client understanding and commended for developing hotel ambience**

**Skills**

* **Strong management, training and motivational skills.**
* **Extensive hotel/ catering management experience and expertise.**
* **Excellent interpersonal, verbal and written communication skills.**
* **Natural ability to work on own initiative or as part of team.**
* **Excellent teambuilding skills.**
* **Strong organizational skills.**
* **Strong attention to detail.**

**OTHER SKILLS**

* **Leader ship quality, Restaurant Billing (Using Micros, Aldelo POS &Hot soft**) **Cash Handling.**

##### PASSPORT DETAILS

**Passport No. : P1964215**

**Place of Issue : Bahrain**

**Date of Issue : 02/11/2016**

**Date of expiry : 01/11/2026**

**REFERANCE ADRESS**

**Mr. Mohamed Fatouni**

**General Manager**

**Coral Bay Resort**

**Bahrain**

**Mob: +973 36241450**

**Declaration**

**I hereby declare that the information given is correct to the best of my knowledge and belief.**

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# MANOJ GREHARY.