**KALLOL PATRA**

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Dear Sir/ Madam,

I am submitting herewith my resume for your perusal and consideration for the Suitable position in your organization.

Review of my credentials will indicate that I have **nearly 19 years of experience in the areas of Operations Management viz. F&B & Sales; Business Development, P&L Management, Cost Control & Budgeting, Guest Servicing, Quality Assurance, Service Management, New Setups, Inventory Control and Team Management. My past experience was with Hotel Leonia Holistic Destination, Hyderabad as Executive Assistant Manager (EAM); past worked with Queens Group of Hospitality in Bali, Indonesia, recent past worked as Associate Director Food & Beverage & presently working as Food & Beverage Manager at Radisson Hotel,** *skilful in steering overall hospitality operations, coordinating administration, planning events & conferences, setting budgets, recruiting new staff, F&B operations and more*. In addition, I work hand-in-hand with the General Manager to ensure profitability exceptional customer service and high quality staff performance. Although there are multiple layers of management I have experience with most departments including marketing & sales and personnel*.*

It is often said that to operate effectively within hospitality environment, one must be tenacious, analytical, and highly dedicated. In addition to these characteristics, I also offer an unsurpassed level of commitment to guest service and the ability to quickly assimilate new information into my daily business transactions. Now in pursuit of new opportunities, I would be pleased to apply my competencies to add value as a member of your team.

As you can see, I possess solid, practical experience that I can put to use for you right away. I am a hard-working, ambitious leader, motivator, and team player, and I have a sterling reputation for flexibility, adaptability, and a high degree of professionalism. My background provides the skills you require for this position, and I am confident that I can bring effective leadership to your company. I would appreciate the opportunity to further discuss my credentials with you during a personal interview.

Thanking you,

Yours sincerely,

**Kallol Patra**