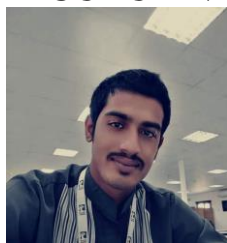


# CURRICULUM VITAE



**SUBHASISH MONDAL**

**Abu Dhabi, UAE**

**Email:** [subhasish.me15@gmail.com](mailto:subhasish.me15@gmail.com)

**Mobile** --+971562995721

## **Career Objectives and Goals**

To secure a position in a progressive enterprise and use my knowledge and skills while contributing positively towards the growth of that organization.

## **Summary**

5 years experienced with strong leadership and relationship building skills striving to utilize my knowledge and strong work ethic for the benefit of my future employer.

## **Work Experience**

\*National Catering Company, Abu Dhabi, UAE from 'May' 2017 to Till date As a Sr. Waiter.

### **Key Skills:**

- Oversee and assist in maintaining a clean work station.
- Assist the catering manager in implementing company policies and procedures: proper uniform, safety and sanitation, workplace conduct, etc.
- Perform "others" job-related duties as assigned by management, which achieve the established goals of company and clients.
- Asst employee discipline sessions, attendances logs, and maintains up-to-date contact information.
- Responsible for workforce management scheduling, editing, keying exceptions and approving time information.
- Assists with discipline, and performance reviews.
- To ensure that the catering services meet with the food safety act.
- To ensure best hygiene practices are maintained within the soft services contract.
- Control and report on hygiene standards, ensuring catering areas comply with all relevant legislation.

\*Equinox Hotel & Leisure Pvt. Ltd, Kolkata, India from 'June' 2015 to 'June' 2016 as a Steward cum waiter.

### **Key Skills:**

- Maintained Knowledge of current menu items and preparation methods.
- Appropriately suggested additional items to customers.

- Answered questions about menu selections and made recommendations when requested.
- Skillfully anticipated and addressed guest service needs.
- Maximize guest satisfaction.
- Organized, independent worker with strong time management skill. Detail-oriented and able to learn new tasks quickly and effectively.
- Server bringing enthusiasm, dedication and exceptional work ethic.
- Assist guests with the menu in an informative and helpful fashion.
- Delivered exceptional service by greeting and serving customers in a timely, friendly manner.
- Promptly served all food to guests.

### **Education Qualification**

- ❖ Passed the Diploma (Mech) Examination in 2015
- ❖ Passed the class 10+2 Examination in 2013
- ❖ Passed the class 10th Examination in 2011

### **Professional Qualification**

1. I have completed a Computer Course in MS Office Package at MSME TOOL ROOM KOLKATA
2. I have completed some training programs in a National catering company in (UAE).
3. I have to successfully complete and pass the (ADFCA-EFST) examination in 2017.

### **Honors & Awards**

- Certificate of Appreciation National Catering Company (Adnoc sour gas shah-location) with exemplary behavior and high work standard appreciation Certificate.
- Certificate of Appreciation National Catering Company (Adnoc sour gas shah-location) with sincere efforts and commitment during challenging times.

### **Skills Gained**

- Good communication skills
- Team working
- Ability to work in Pressure environment
- Good Personal and Interpersonal Skills
- Strong time management
- Quick learner
- Excellent multi-tasker
- Proficient in customer service and strong sense of urgency
- Excellent guest services
- Knowledge of health and safety issues including an understand of food safety

### **Personal Details**

- Name in Full : Subhasish Mondal
- Father's Name : Haren Mondal

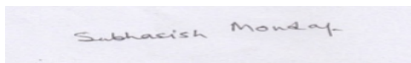
- **Age** : (30<sup>th</sup> March 1996)
- **Gender** : Male
- **Nationality** : Indian
- **Marital Status** : Single
- **Languages Knows** : Bengali, Hindi, English
- **Passport No** : N7997225
- **Passport Issued** : 06/04/2016
- **Passport Expiry** : 05/04/2026
- **Skype ID** : +971562995721

A confident, friendly and reliable young person who assists clients with a passion while putting smiles on the clients faces. A personality which I use to create a friendly, buzzing atmosphere for clients to enjoy. Professional, well presentable and able to communicate clearly with colleagues and clients. I am looking for a suitable position with an exciting and ambitious company that offers career development opportunities.

Looking for an immediate start and to join a busy and successful team where I can fulfill my potential and further advance as a successful career

**I do hereby declare that all the particulars furnished above are true and accurate to the best of my knowledge.**

**Your Sincerely,**

A rectangular box containing a handwritten signature in black ink. The signature appears to read "Subhasish Mondal".