

**BIBHUTIBHUSAN NAIK**

**Country of Citizenship:** India  
**Desired Position:** Food & Beverage Attendant  
**Contact no:** 971529886079  
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**Statement of Intent**

To continue to improve, progress and attain a leading position in first class international hotel, to be able to contribute to the growth and development of the company using my skills and knowledge while enhancing my career to the optimal.

**Position:** Senior Barista & Cashier  
**Company:** Gloria Jeans **Business type:** International Coffee  
**Responsibilities & Achievements**  
**Location:** Dubai, UAE  
**Duration:** 2019 till Present **Hours:** 54hrs per week

**Professional Experience**  
**Position:** Food and Beverage Attendant **Company:** Peach Gourmet Retail Restaurant  
**Business type:** Chain  
**Location:** Dubai, UAE  
**Duration:** 10/5/2017 to 2019 **Hours:** 54hrs per week

- Always greet and welcome guests promptly in a warm and friendly manner.
- Always thank and give fond farewell to guests conveying anticipation for their next visit.
- Assist guest with table reservation.
- Assist guest while seating.
- Ensure guests are serviced within specified time.
- Has a good knowledge of menu and presentation standards.
- Speak with guests and staff using clear and professional language, and answer phone calls using appropriate telephone etiquette.
- Able to answer any questions regarding menu and assist with menu selections.
- Able to anticipate any unexpected guest need and reacts promptly and tactfully.
- Always applies service techniques correctly at all times, and serving Food & Beverage items with enthusiasm.
- Serve food courses and beverages to guests.
- Set tables according to type of event and service standards.
- Record transaction / orders in Point of Sales systems at the time of order.
- Communicate with the kitchen regarding any menu questions, the length of wait and product availability.
- Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen.
- Check with guests to ensure satisfaction with each food course and beverages.
- Responsible for clearing, collecting and returning food and beverage items to proper area.
- Maintain cleanliness of work areas, china, glass, etc. throughout the shift.
- Reviews order dockets ensuring accurate and timely preparations for order requirements accordingly.
- Present accurate final bill to guest and process payment.
- Perform shift closing on the Point of sales terminal and tally cash and credit card settlements.
- Ensures that the restaurant is always kept clean and organized, both at the front as well as the back of house areas.
- Ensures that hotel brand standards and SOP's are consistently implemented.
- Work with staffs and manager to ensure that the restaurant achieves its full potential.
- Completes the daily responsibilities that are set for each individual shift.
- Complete closing duties, including restocking items, turning off lights, etc.
- Conducts monthly inventory checks on all operating equipment and supplies.
- Take an active role in coaching and developing junior staff.
- Any other duties related to food and beverage service assigned by the manager.

**Professional Experience**  
**Position:** Food and Beverage Captain **Location:** India  
**Company:** Sean & Rock Hotel **Business type:** Star Hotel  
**Hours:** 54hrs per week **Duration:** 2 years  
**Responsibilities & Achievements**

- Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearance is clean and professional, maintain confidentiality of proprietary information, and protect company assets.
- Prepare restaurant tables with special attention to sanitation and order
- Attend to customers upon entrance
- Present restaurant menus and help customers select food/beverages
- Take/serve orders and answer questions or make recommendations for other products
- Collaborate with other restaurant servers and kitchen/bar staff
- Deal with complaints or problems with a positive attitude
- Issue bills and accept payment
- Promote dedication from customers
- To maintain and enforce all service standards.
- To be aware and promote all services offered in the Company.
- Enquires as to Guest satisfaction, clears and resets tables as per the standard.
- Maintains cash flow by monitoring bank balances and cash requirements; investing excess funds. • Making Store Requisition Interdepartmental transfers and monthly inventory in liaison with F&B Controller and maintain outlet par level.
- Communicate service needs to chefs and stewards throughout daily operations.

**Location:** Mumbai, India

**Position:** Steward **Company:** Vihang Hotel **Business type:** Star Hotel

**Hours:** 54hrs per week **Duration:** 3 Years

### Responsibilities & Achievements

- Ensure the kitchen is clean, well maintained and organized at all times.
- Ensure floors are dry and clean at all times.
- Operate pot-washing machinery and maintain a hygienic working environment in accordance with hygiene regulations and company standards.
- Adhere to all sanitation guidelines.
- Assist the Cooks and Servers as and when necessary.
- Collects and removes trash from all areas of the operation following established procedures.
- Dispose of waste as per the hotel and authority standards and Adhere to recycling guidelines.
- Ensure waste bin area is kept clean and tidy.

### Education

**Location:** Mumbai, India

**Degree Earned:** High Secondary Certificate

**Year:** 2004

**Diploma:** PGDCA Computer Diploma

**Location:** Mumbai India

**Year:** 2005