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| Resume  | Applying for position Food& Beverage Position  |
| C:\Users\rasel\Desktop\New folder\2009-12-25-01-27-08-090586800-15077.jpg RASEL KHONDAKER | **Objective:**-To gain a professional career opportunity in your organization offering a challenging and growth oriented atmosphere.**Current Address:-**Yas Viceroy Former The Yas Hotel P. O. Box 131808 Abu Dhabi, U A E Mobile- 00 971 50 2961924.**Home address :-**71 Rah man Mansion ,West Academy Road , Feni .P .O Box no-3900,Bangladesh Mobile -008801717990929**Professional Experience:-****Pre-opening Team member of the grand opening of F1 Etihad Airways Grand Prix 2009, Abu Dhabi .The only hotel which opened the door to the guest with 100% occupancy on the first day.****August 23 ,2009 till date Viceroy-Abu Dhabi (Former The Yas Hotel)By Viceroy Hotel Group**  **F&B Stewarding Sift leader (Stewarding Production)****Responsibilities For:*** **monitor Stewarding Attendants maintain cleanliness and organization of the Stewarding Department, Kitchen and F & B backspaces and to maintain cleanliness Organization of food service related materials ,and equipment**
* **HACCP Coordinating & Help for Inventory, Arranged Equipment Store,**
* **Train New Stewarding Attendants , Organization food service related materials ,and equipment ,& Setup Banquet Ballroom, Meeting Room & Outlet Function also After Function clear All Equipment Cleaning & Sanitization,**
* **Reports to Supervisor Chief Steward, Assistant Chief Steward & F&B Manager ,**  Executive **Chef**

**Junior Certificate courses in Front Office For Concierge at The Yas Hotel** In a sense, the function of a concierge is an extension of the function of a front desk agent A concierge must be resourceful and knowledgeable about the hotel and the surrounding community. Regardless of whether concern in-hotel or off-premises attractions, facilities, services, or activities, a concierge specializes in providing assistance to guests.**Responsibilities For:-** Managing Guest Services* Airport transportation, Parking cars, Handling luggage, Providing directions to local attractions ,Making restaurant reservations
* Taking guest messages ,Routing mail ,Newspaper delivery ,Management of safety deposit boxesSupplying directions for areas within the hotel, Setting wake-up calls ,Providing guest security via careful dissemination of guest related Information ,Handling guest concerns and disputes.

**Junior Certificate courses in F&B Production for commi Chef at the Yas Hotel****Responsibilities For:*** **Assists the line chefs in the production of different foods for example vegetables, meats and pastries**
* **Assists the head chef in ensuring that food is prepared and served to the clients on time**
* **Assists the executive chef in ensuring that health and safety standards are upheld in the kitchen**
* **Assists other junior kitchen staff in ensuring that the restaurant is keep clean at all times**
* **Assists the head chef in making requisitions for food**
* **Assists the kitchen staff in storing all food that is left over**

**January 15 2008 to August 2009.****Office Boy at Abu Dhabi National Hotels( ADNH )Compass Group ME LLC****Responsibilities For:-*** Receive and file incoming letters, documents.
* Supply and manage office equipments, machines or properties to office and manufactures, kitchen utilities Schedule meeting if any.
* Welcome/Receive visitors relating to work& Meal, Tea, copy water for Employees.

**November 2005 – January 2007****Waiter At**  **Five Star Chinese Restaurant, Bangladesh****Responsibilities For :-*** Preparing tables for a meal, Taking customers' orders Serving drinks and food, cleaning up Perform all necessary tasks to serve food and beverage according to the service standards and operating manuals of the hotel.& Maintenance and up keep of all service equipment / materials.
* Preparing tables for a meal &Taking customers' orders ,Serving drinks and food
* Cleaning up before, after and during servings in a restaurant. Stock service areas with

**Training /Certificate Training :-** * **Certificate Training in TIGER for Guest Employee Relations**
* **Certificate Training in HOPE for Employees**
* **Training in Cultural Awareness**
* **Training in Safety Awareness, Fist Aid & Fire Equipment.**
* **Training in Basic Food Hygiene & Intermediate Hygiene**
* **Training in Level 3 Award in Supervising Food Safety**
* **Ecolab Certificate Training for Kitchen Stewarding**.

**Education Qualification:-**12th Class **Computer Skills:-** Certificate Courses in Computer Microsoft Office Application Program, Hardware and Software Installation, Networking, Technical and Troubleshooting PC and Electronic Assembly, Microsoft Office Online, Knowledge in the Opera system, Familiar in reservation system& Micros operation System.**Language Skills:-**Fluent in English & Bengali for both spoken and written , Fluent in spoken Arabic & Hindi [**Food & Beverage**](http://www.linkedin.com/skills/skill/Food_%26_Beverage?trk=skills-ext-prof) **Skills** * [Food & Beverage](http://www.linkedin.com/skills/skill/Food_%26_Beverage?trk=skills-ext-prof) ,Hotel [Pre-opening](http://www.linkedin.com/skills/skill/Pre-opening?trk=skills-ext-prof) , [HACCP](http://www.linkedin.com/skills/skill/HACCP?trk=skills-ext-prof) ,[Customer Service](http://www.linkedin.com/skills/skill/Customer_Service?trk=skills-ext-prof) ,[Guest Service](http://www.linkedin.com/skills/skill/Guest_Service?trk=skills-ext-prof) ,[Culinary](http://www.linkedin.com/skills/skill/Culinary?trk=skills-ext-prof) ,[Hygiene](http://www.linkedin.com/skills/skill/Hygiene?trk=skills-ext-prof) .

**Activities and Societies:-*** **Red Crescent Youth ties member, Feni Unit, Bangladesh Red Crescent Society.**
* **Rover Scouts Member, Bangladesh Scouts, Cultural Member of pubali Cultural Center, Bangladesh.**

**Hobbies and Interest:-*** **Computer, Traveling, learning languages, outdoor sports**

**Achievements:-*** **Award certificate for safety and Hygiene in carrying out Pantry and cleaning Services for Alder Laing O’Rourke Construction LLC**
* **Recognition Scheme Award Certificate Employee Of The Month February /March 2009 From Abu Dhabi National Hotels**
* **Award certificate for Great Service during the Fist Formula 1 Etihad Airways Abu Dhabi Grand Prix October 30&31, November 1, 2009.**
* **Award certificate for Great Service During Formula 1 Etihad Airways Abu Dhabi Grand Prix 12-16 November 2010**
* **Award certificate for Great Service During Formula 1 Etihad Airways Abu Dhabi Grand Prix 12-15 November 2011**
* Time Out Abu Dhabi Restaurant Award 2010 by the Yas Hotel.

**Personal Details:-**Nationality : Bangladeshi, Religion-Islam ,Blood Group-B+ Date of Birth : January 1.1980,Marital : Single ,Passport issue date : September 16, 2003,Passport Expiry date : September 15,2013 Passport No : V-0333330, National I D Card No-3022907134588, Visa Status :Employment ,Transferable,. Notice Pried –One Month.**Reference:-*** **Tuan Dawood Chief Steward , The Yas Viceroy Hotel,** E-mail- **dawood\_tk@yahoo.com**

 **tdawood@TheYas Hotel.com , Phone no:- 0504645781** **Yours truly**  **Rasel Khondaker**  |
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