**COVER LETTER OF ANOOP SINGH**

To,

Sir/Madam,

It is my honor to apply for an employment in your company.

I am a dedicated, driven professional with 5 years experience in the hospitality industry such as The Pride Hotel in Ahmadabad, The Pride Hotel in Bangalore, Royal Orchid Group Of Hotel in Bangalore, Residency Hotel in Udaipur (The Session Group Hotel) and The Butcher Shop and Grill Saudi Arabia. I hold exceptional food and Beverage operations expertise, Training and Development, excellent leadership skills with amazing working relations with guest and team. I hold a strong Business and management acumen. I am passionate hotelier with an unlimited passion for people and drive for results.

My personal contact number is +917991220889 CV is attached for your persual.

I look forward for a faithful employment with your company.

Sincerely yours,

**ANOOP SINGH**

Enclosure: CV

**CURRICULUM VITAE**

**ANOOP SINGH**

Contact No : +917991220889

Email ID : anoopsingh404@ymail.com

**OBJECTIVE**

Seeking to contribute proven hospitality talents, refined communication skills, and an excellent customer service attitude to a challenging environment and to fulfill my desire to become a professional in my field of endeavor seeking to apply these talents to a forward thinking company that sees its people as an asset and encourages developmental growth as well as provides structured career plans.

**POSITION APPLYING FOR FOOD AND BEVERAGE SUPERVISOR**

**PROFESSIONAL QUALIFICATION**

* High School from U.P BOARD in 2008.
* Higher Secondary from. U.P BOARD in 2010.
* 3 Years Diploma of Hotel Management from Institute Of Science Management, Ranchi, Jharkhand, India. Session ( 2010 to 2013)

**SUMMARY OF QUALIFICATIONS**

I am a dedicated, driven professional with 5 years experience in the hospitality industry such as The Pride Hotel in Ahmadabad, The Pride Hotel in Bangalore, Royal Orchid Group Of Hotel in Bangalore, Residency Hotel in Udaipur (The Session Group Hotel) and The Butcher Shop and Grill Saudi Arabia. I hold exceptional food and Beverage operations expertise, Training and Development, excellent leadership skills with amazing working relations with guest and team. I hold a strong Business and management acumen. I am passionate hotelier with an unlimited passion for people and drive for results.

* Demonstrated ability to secure financial and operational performance, and turn around problems into opportunity.
* Visionary leadership skills, the ability to inspire, motivate and train other to excel.
* Handles long working hours and stress without annoyance.
* A good team member, organizer, listener and delegator.

## PROFESSIONAL EXPERIENCE

**Working with The Butcher Shop and Grill Saudi Arabia.**

**As Head Waiter**

* As Pre opening team of The Butcher Shop and Grill Saudi Arabia, assisted to set the outlets of food and beverage service.
* Standards and Quality measurements for the outlet are set for the Executive Chef Signature Restaurant.
* To assist Manager/ Supervisor in any task outlined/detailed by him/her.
* Building effective workplace, supervisory and management relationships.
* Maintaining high staff morale and team spirit within the department by planning structured duty and responsibilities to accomplish day to day work.
* Take personal interest to lead, monitor and set time frame with regards to completion of task for me and team.
* Maintain high working standards of service as per the guidelines of the company.
* Opening and closing outlets and settlement of the day today business.
* Preparing requisitions for food & beverage and control stocks for daily use in outlet to ensure service requirement are met.
* Work together with the culinary & stewarding team to ensure that all food service exceeds guest expectations and to promote teamwork as a strong component of legendary service culture.
* Creating and innovate new ideas and promotion to generate revenue, guest satisfaction.

**The Butcher Shop & Grill, Saudi Arabia (March 2016 – Till Now) Head Waiter**

**Royal Orchid Group Of Hotel, Bangalore (December 2014 – February 2016)**

**Sr. Steward**

**The Pride Hotel, Bangalore (March 2014 - November 2014)**

**H.O.T** (**Team member**)

**The Pride Hotel, Ahmadabad (January 2013 - February 2014)**

**H.O.T** (**Team member**)

**Industrial Training at Indar Residency Udaipur (Session Group Hotel) (March2011 - August 2011)**

Six months Industrial training in all departments

**COMPUTER PROFICIENCY**

MS- OFFICE, OPERA, MICROS.

**OTHER INFORMATION**

* Nominated for “Employee of the Month for June 2017 “ in The Butcher Shop & Grill, Saudi Arabia.
* Nominated for “Employee of the Month for Dec. 2013 “ in The Pride Hotel Ahmadabad.
* For outstanding commitment to guest service, receiving highest guest comments twice nominated from In Room Dining colleague of the month. (Received Be My Guest voucher).
* Successfully completed The Basic food Safety and Hygiene Training Course from Saudi Arabia Municipality Food Control Department.

**LANGUAGES KNOWN:-**

English, Hindi.

**PERSONAL DETAILS**

Date of Birth : 01/03/1993

Father’s Name : Kanhaiya Bux Singh

Sex : Male

Nationality : Indian

Marital Status : Single

Religion : Hindu

**PASSPORT DETAILS**

Passport Number : L1942976

Date of Issue : 17/04/2013

Date of Expiry : 16/04/2023

I hereby declare that the given details true and correct to my knowledge.

Date :

Place : Ranchi **Anoop Singh**