**CURRICULAM VITAE**

**BIKROMJIT SETT** 

Address: Vill-Ramchandrapur, P.O. – Sankrail

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**CAREER OBJECTIVE:**

I would like to involve myself in a challenging environment, offering scope for professional growth and development and an opportunity to apply my learning towards effective contribution for the achievement of the organizational goals.

**ACADEMIC QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Examination | Board / University | Year | Percentage |
| 12th | WBCHSE | 2013 | 61.00% |
| 10th | WBBSE | 2011 | 72.00% |

**PROFESSIONAL QUALIFICATION:**

* I am a student of COSMOPOLIS INSTITUTE OF MANAGEMENT STUDIES, Behala, Kolkata-34,

Appeared 3rd year (final) B.Sc. in Hotel Management & Catering Science from BHARATHIAR UNIVERSITY.

**IT SKILL:**

* Basic knowledge of computer & working knowledge on MS Word , Excel & Power Point

**TRAINING:**

**Industrial Training /Vocation Training**

* I have successfully completed my 6 months **Industrial Exposer Training** from ‘**TAJ BENGAL**’ Kolkata, from 9th May 2018 to 9th November 2018, in coffee shop Cal 27for 4month and in Butchery & Grade Manger for 2 month.

**Casual Training**

During my hotel management studies most of the weekend and week days after class hours I have done casual training to these following hotels and still continuing.

* 90 days (approx.) casual training from **‘HYATT REGENCY’** Kolkata, in Banquet ‘F&B’ service department.
* 100(approx.) day’s casual training from **‘TAJ BENGAL’** Kolkata, in Banquet ‘F&B’ service department and 6 days in kitchen(Butchery).
* I have worked as trainee restaurant order taker approximately for 100 days at **‘GRIND RESTRO CAFE’**, Kolkata
* 60 days(approx.) vocational training from **‘THE EMPRESS PALACE’,** Nagpur in ‘F&B’ service department from 1st November 2017 to 30thDecember 2017.
* 3 days casual training from **‘SWISOTEL’**, Kolkata at Banquet in ‘F&B’ service department.

**Learning & Observation During Training Period**

**Administrative**

• I have learnt and developed the habit to come in work at correct time with correct uniform & standard appearance and I have to maintain the high standard of grooming at all times.

* I have learned how to hand over all the duties to next shift after completion of my shift.
* I was very punctual at my work place.

**Salesmanship and Wastage controlling**

• I have learned how to maximize the revenue by up selling & minimizing the cost by controlling the wastage and miss use.

**Training and Human Resources Management**

• During training I attended all training session & maintained 100% attendance

• I have learned in case of any emergency/sickness I always have to inform HR and HOD of the departments

• I have learned Hotel and departmental SOP.

**Guest Service Handling & Other duties-CAL27(Coffee shop) & Banquet**

• I have learned how to do the mise-en-place for coffee shop (CAL27), Banquet room set up, Banquet table sate up as well as side station and how to set up a a-la-carte and Table d hote table sate up and the buffet sate up for Breakfast, Lunch and Dinner.

* I have learned how to maintain a pleasing personality so that guest can feel comfortable

• I have learned how to maintain a high standard of order taking at all times and how to do upselling & to fulfill all guest requirements.

• I have learned to handle any guest complaints in the correct manner and in according to the hotel procedures & to be able to work in all shifts

• I have learned how to check stocks and how to make a list of requisition for CAL27

• During my training period I observed all departmental Fire, Emergency and I also observed where the fire exits, fire extinguishers & all safety things are.

• Health and Safety policy and procedures

**Learning & observation - Butchery & Grade Manger**

During my training period at Butchery & Grade Manger I learned how to maintain hygienic & keep the places clean and sanitize the equipments.

* I know different types of meat cuts, fish cuts and I have seen different types of salads & carvings.

**PERSONAL INFORMATION:**

Father’s Name : Babulal Sett Date of Birth: 04.03.1995

Marital Status : Single

Nationality : Indian

Language : English, Hindi, Bengali

Hobbies : listening and singing songs

Strength : I am very hard working & dedicated person, and I also have willing to learn ability.

**ACHIEVEMENT:**

I have competed in national level competition for 3 times in YOGA, (ALL INDIA YOGA CULTURE FEDERATION)

**REFERENCE:**

Mr. Parijat Guin (Director of Cosmopolis Institute Of Management Studies): 8420029777

Ms. Sowmya Sengupta (Learning & Development Manager at Taj Bengal Kolkata): 8697711331

**DECLARATION:**

I hereby declare that all the information’s given above are true to the best of my knowledge.

DATE:

PLACE: (BIKROMJIT SETT)