# Personal Data:

**CURRICULUM VITAE**

FamilyName: Sharma

First Name: Vivek

Dateof Birth: 19th February 1986

Place of Birth: Dehradun,India

Email: [viveksharma1986@hotmail.com](mailto:viveksharma1986@hotmail.com)

Mobile: Hobbies: KeyStrength

+919760232136, +917983628412

Listening Music, Sports, Movies

Responsible, Positive Attitude, Punctual, Honest, Hard Working.

Objectives: Looking forward to expand my career in hospitality management so that, I am able to benefit myself professionally, thus offering your esteemed organization outstanding quality ofservice.

# Education:

Master of Business Administration in Hospitality Management International School of Business Management, Littau, Switzerland Oct 2009-March 2010

Master of Business Administration in Hospitality Management International School of Business Management, Littau, Switzerland Oct 2008-March2009

Bachelor Degree in Hospitality Management

International School of Business Management, Littau, Switzerland Oct 2007 – March 2008

Advanced Diploma in Hospitality Management

International School of Business Management, Littau, Switzerland Oct 2006 - March 2007

Diploma in hospitality management

Swiss International School of Management, Switzerland Oct 2005-Feb 2006

Certificate in Hospitality Management

The International school of Hotel and Tourism Management Sep2004-Feb2005

# Work Experience:

**Working in Sarovar portico as an F&B Manager Jammu, Jammu & Kashmir**

**Sep 2019- Present**

* Handling 4 banquets, One Restaurant, a bar and a Lawn (Capacity of 2000People).
* Hiring all the staff with a respective Guideline.
* Made the banquet guideline as the Company standard
* Handled Personnel Responsibilities including hiring, Training andAppraisals.
* Communicated with several vendors in regards to negotiate theprices
* Successfully planned and organize Numerous theODC
* Overseeing the Operation within thehotel
* Making the budget for Food and Beverage of thehotel
* Implementing new ideas to increase thesale
* Going out on Sales call with salesteam
* Giving Trainings to the department.
* Part of Pre-OpeningTeam
* Coordinate with Chef for makingMenu

**Worked in Pride Resorts and Convention Centre as an Asst. F&B Manager (HOD), Rajkot, Gujarat**

**Sep 2018- Sep. 2019**

* Handled Personnel Responsibilities including hiring, Training andAppraisals.
* Communicated with several vendors in regards to negotiate theprices
* Successfully planned and organize Numerous theODC
* Overseeing the Operation within thehotel
* Making the budget for Food and Beverage of thehotel
* Implementing new ideas to increase thesale
* Going out on Sales call with salesteam
* Giving Trainings to the department.
* Part of Pre-OpeningTeam
* Coordinate with Chef for makingMenu

**Worked in Howard Johnson as an Asst. F&B Manager (HOD) Kolkata, West Bengal**

**April 2017- Aug 2018**

* Handled Personnel Responsibilities including hiring, Training andAppraisals.
* Communicated with several vendors in regards to negotiate theprices
* Successfully planned and organize Numerous theODC
* Successfully done the Biryani Food Festival and International foodFestival
* Overseeing the Operation within thehotel
* Making the budget for Food and Beverage of thehotel
* Implementing new ideas to increase thesale
* Going out on Sales call with salesteam
* Part of Pre-OpeningTeam
* Coordinate with Chef for makingMenu

## Worked in GrandO7 as a Restaurant Manager Ahmadabad, Gujarat

**Aug 2016-March 2017**

* Extraordinary Customer Service skills to make sure guest needs aremet
* Communicated information to other department orders supplies needfor
* Coordinate, set up and breakdown of all meeting space within thehotel
* Assisted in food service operations including but not limited to schedulingand coordinating Service for breakfast, Lunch andDinner
* Made Special Menu for KittyParty
* Started the special DJ Dinner on EverySaturday

## Worked in Hotel Fortune as a Banquet Executive\* Rajkot, Gujarat

**Feb 2015- July 2016**

* Part of Pre-OpeningTeam
* Successfully handled the team of twoBanquet
* Hiring the team ofBanquet
* Making FP and Bookings forBanquets
* Coordinating with F&B Manager for query ofBanquets
* Making all reports according to corporateoffice

## Worked in a Cruise Ship in Germany G&P Luzern Switzerland

**July 2014- Jan 2015**

* Finished one Contract with G&PCompany
* Was the part Opening and Closing of CruiseShip
* Did Pirates Night and Gala Dinner on EveryWeek

## Worked as a Sr. Captain

**The Grand Bhagwati hotel Surat India July 2012 –May 2014**

* Taking care of Coffee Shop andIRD
* Handled the team of 48 including Captain, Tr. Captain,Hostess
* Making Duty Roaster and givingTrainings
* Giving task to the team to enhance theirconfidence
* TakingBriefing

## Worked as a Sr. Captain Hotel Fidalgo, Goa India Sep 2011-June2012

* TakingBriefing
* Handling the team of 14Pax
* Making Duty Roaster

## Chef d Service

**Restaurant Indian Palace, St. Gallen, Switzerland Oct 2010-June 2011**

* + Taking care of two Restaurant and One banquet
  + Making Opening and Closing Report
  + Taking Reservations

## Feb 2005-July2010 F&B Service Trainee

**Restaurant La Terraza, Luzern, Switzerland\* Restaurant Indian Palace, St. Gallen,Switzerland**

**Restaurant Indian Palace, St. Gallen,Switzerland**

**Restaurant Indian Palace, St. Gallen, Switzerland Restaurant Bombay Palace, Basel, Switzerland F&B Kitchen Trainee**

**Restaurant Taj Palace, Zurich, Switzerland**

**\*Worked with a Swiss people**

# Language Skills:

English Good in Speaking and Writing

German Good in Speaking

French Basic knowledge Hospitality related

Hindi Mother Tounge

## Special Skills:

Microsoft Office Microsoft Excel

Good Hospitality related Good Hospitality Related

## References:

Mr. Butt Academic Dean ISBM

Luzernerstr. 127

6014 Littau, Switzerland

Tel: +41(0) 250 44 41

Mr.Jagir Singh Restaurant Owner Indian palace Scmeidgasse 20

9000 St.Gallen Switzerland

Tel +41(0)71 222 0696

Mr. Mahendr Rawat General Manager

Howard Johnson Kolkata

Ph 8826136823

**Date**

**Place: VIVEKSHARMA**