

Curriculum Vitae



Satish Rai

Contact No. (M) 7600940082, 7698815086, 7043346492, Email : hoteliersatish@gmail.com

Current Address : 113, Siddhi Vinayak Flat Mogri , Anand , Gujarat.

Summary :-

- **Diploma in Hotel Management** with more than 9 years of experience in Food & Beverages , Housekeeping, Security, Transportation , Linen , General Administration.
- **Currently employed:- With Apollo International Hospital as an Assistant Manager Facility Department**
25th June 2018 to Till date

Job Profile :

Admin :-

- Contracts Management.
- Ensure compliance with health and safety standards and industry codes.
- Plan and manage facility central services such as reception, cleaning, waste disposal and parking.
- Check completed work by contractors and vendors.
- To look after the day-to-day operations of the hospital and carry out tasks assigned by the DGM Operations.
- Contract administration and negotiation with the vendors for empanelment.
- Monthly processing of all contractual bills as per law and taking follow up with Accounts Department for payments.
- Maintaining daily basis of attendance records of all contractual employees.
- Handling Housekeeping, Attendants, Linen, Pest Control.
- Handle Hostel & Dormitory Department. Maintenance of Hostels, MIS report.
- Handle Bio Medical waste Department
- Manage the day to day activities as per (F.M.S)

Organizational Experience:-

Organization : Narayana Hrudayalaya Ltd
Duration : From 2nd February, 2015 to 16th June 2018
Designation : Sr.Admin Executive – Facility Department

Job Profile :

Admin :-

- Plan and manage facility central services such as reception, security, cleaning, catering, waste disposal and parking.
- Check completed work by contractors and vendors.
- To look after the day-to-day operations of the hospital and carry out tasks assigned by the DGM Operations.
- Contract administration and negotiation with the vendors for empanelment.
- Monthly processing of all contractual bills as per law and taking follow up with Accounts Department for payments.
- Maintaining daily basis of attendance records of all contractual employees.
- Handling Security, Housekeeping, Attendants, Linen, Pest Control, F & B Department work.
- Handle Hostel & Dormitory Department. Maintenance of Hostels, MIS report.
- Handle Bio Medical waste Department
- Manage the day to day activities
- Specialization In Handling Back Office Operations, Inter-Office Correspondence, Quotations, Monthly Billing, Cheques, Etc.
- Event Management, Organizing Meetings, Conferences, Making Travel Arrangements And Hotel Reservations For Guests & Foreign Delegates.

Organization : Shri Krishna Medical & Education Care
Duration : From July,2010 to July,2014
Designation : Executive Hospitality

Job Profile :

- Responsible for food Service all over the Ward area approx 550 bed Hospital.
- Supervise Food and Beverage Outlet operations
- Communicate and delegate tasks to the team
- Ensure compliance of brand standards
- Manage guest queries in a timely and efficient manner
- Represent needs of the team
- Holding Food changes to promote the campus restaurant and student canteen & Out Door Doctors Events.
- Assist Food and Beverage management with achieving financial targets

- Cost controlling method to be implemented as to cut down the cost of production without disturbing the Quality and standard of the Hospital and the product.
- Assist Food and Beverage management with training and development of team members
- Be environmentally aware
- Assist other departments wherever necessary and maintain good working relationships

Organization : **Hotel Isher International**
Duration : **From January,2009 To July, 2010**
Designation : **Manager Operation**

Job Profile :

- planning and organizing accommodation, catering and other hotel services;
- Conducting Day - to - Day Hotel Operations
- Responsible Banquets, Restaurants, Out Door Caterings, Food festivals, Residential Conferences, Rooms, Different Discount packages of Restaurants & Rooms of the Hotel
- promoting and marketing the business
- planning work schedules for individuals and teams
- meeting and greeting customers
- dealing with customer complaints and comments
- addressing problems and troubleshooting
- ensuring events and conferences run smoothly
- supervising maintenance, supplies, renovations and furnishings
- dealing with contractors and suppliers
- ensuring security is effective
- carrying out inspections of property and services

Compute Proficiency :

Proficient with the use of Windows, DOS, MS Office and the Internet

Key Strength: Positive attitude, Willingness to learn

Enthusiasm and commitment towards tasks entrusted, zeal to grow towards a better personality.

EDUCATION:

Diploma in Hotel Management from Orissa Institute of Hotel Management. (Rourkela, Orissa).

Higher Secondary School (12th) from Orissa Board.
Secondary School (10th) from I.C.S.E Delhi Board.

Personal Details

Date of Birth: December 31, 1987

Permanent Address: Rourkela, P.O - Sector - 14, House no - Sector -14, B/91 , Dist- Rourkela, State- Orissa.

Current Location: Anand , Gujarat

Languages Known :English, Hindi, Oriya and Gujarati

Reference: Will be provided on request

Declaration

I declare that the information given is true to the best of my knowledge and belief.

Satish Rai