



JISHAN SHARIF SAYYAD

Pune, Maharashtra-411014.

(+91) 7709437333

jishan.sharif@gmail.com

www.linkedin.com/in/jishan-sharif-sayyad

RESTAURANT MANAGER

An enthusiastic and dedicated Hospitality Management graduate with over 6 years experience in the food and beverage industry.

Extremely organized with the ability to work both independently of own initiative or as part of a successful team, demonstrating the motivation and multi-tasking abilities required to meet demanding deadlines while maintaining the highest of standards.

Combines a professional and confident approach with excellent interpersonal skills and can communicate concisely at all levels. Currently looking for a new and challenging position as a Restaurant Manager where I can develop my career based experience.

PROFESSIONAL EXPERIENCE

Manager On Duty

PIZZA EXPRESS(TPP),PUNE,INDIA

March'18- present

(PIZZA EXPRESS is a UK Brand and serves Italian cuisine food all over the world. Well-known for their thick crust classic pizza and also awarded as healthier pizza serving brand in UK).

- Plan, organize, direct, control and evaluate the operations of a restaurant, bar, cafeteria or other food or beverage service
- Determine type of services to be offered and implement operational procedures
- Recruit staff and oversee staff training

- Negotiate arrangements with clients for catering or use of facilities for banquets or receptions.
- Control inventory, monitor revenues and modify procedures and prices
- Resolve customer complaints and ensure health and safety regulations are followed
- Negotiate arrangements with suppliers for food and other supplies
- Set staff work schedules and monitor staff performance.

Duty Manager ZINGRILL HOLDINGS PTE LTD, SINGAPORE Oct'14- Sept '17

(ZINGRILL HOLDINGS PTE LTD is a restaurant chain runs with 5 franchisee brands{Seoul Garden, Seoul garden Hotpot, Brecks Café, Chef Noodles, Korbi grill}.Runs over all 18outlets in Singapore and also spread in other countries such as Malaysia, Brunei, Vietnam, Philippines, etc.)

- Excellent knowledge of handling administration and paper work.
- Skilled in bookkeeping and preparing statistical and financial daily records of sales.
- Execute proper SOP procedure upon receiving of goods and keep tracks of all purchased invoices.
- Keeps Thorough insights in overseeing stock levels and ordering supplies.
- Proficient in executing best practices: Complying to 5's, NEA and other governing body guidelines.
- Skilled in handling travel group management, GEbiz and co-ordinating invoices with headquarters.
- Labor admin: include recruitment, performance appraisal, employee benefits and compensation, etc.
- knowledge of paperwork with ref. to administering voluntary and involuntary termination processes.

Assistant Manager PORN'S PTE LTD, SINGAPORE Nov'12-Aug'14

(PORN'S PTE LTD, is one of the most famous domestic restaurant chains with 4 restaurants , serves Thai cuisine food with authentic flavors is owned by a media corp actor" PORN SAK")

- Acts as a team leader and supervise the staff in most preferable way
- Also responsible for maintaining the restaurant neat, clean and keeps it organized.
- Maintain guest safety and takes care of guest satisfaction.
- Skilled in Closing shifts and performing day end activities.
- Employees monthly tips distribution and monthly outlet petty cash claims
- labor admin: include recruitment, performance appraisal, employee benefits and compensation, etc.
- knowledge of paperwork with ref. to administering voluntary and involuntary termination processes.

EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelor's degree In Hospitality Management, University of Pune, (1st Divison-72%)June 2007 May 2010

Modules included: Food and beverage services, Food production, travel and tourism, Housekeeping management, Front Office management and Accounts.

Main Department(Food and beverage services): Detailed study of Food and beverage services, the production of beverages, processing manufacturing of liquors, types of services, quality standards for serving wines and beers, cuisines of food, specialties, ingredients used, serving standards of food, working etiquettes, leadership management, food and bar inventory, food and beverage costing, etc.

Software skills:

MSWORD/OFFICE/POWERPOINT
POINT OF SALES TERMINAL

SPREADSHEETS/MS EXCEL
MY MICROS SOFTWARE