

CURRICULUM VITAE



NAJATUL ISLAM

ADDRESS	C/O: Late NURUL ISLAM, Vill: SALAIPARA, Dist: DARRANG, P.O: BAHMOLLA, State: Assam, Pin:784522
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CAREER OBJECTIVE

Seeking a challenging position in a growing organization that will enable me to utilize my skills and experience in achieving financial discipline and thereby contribute towards business excellence.

PROFESSIONAL QUALIFICATION

12th passed from Mangaldai College in the year 2008 in science.

1 Years one year diploma in **Aviation and Hospitality Management** from Jettwings institute 2010.

6 months Diploma course in **Global Hospitality and Skill Development Programme Hyderabad, India.**

TRAINING EXPOSURE

Leonia Holistic Destination, Hyderabad at 5 star hotel Job Trainee as a Guest Service associate (**Food & beverage**) From September 12 ,2011 to June 5, 2012.

WORK EXPERIENCE

**Guest Service Associate (06 February 2013 to 30 September 2019).
Paul Restaurant Dubai (United Arab Emirates)**

- Skillfully promoted items on beverage list and restaurant specials.
- Followed all safety and sanitation policies when handling food and beverage to uphold proper health standards.
- Set tables according to the type of event and service standards.
- Routinely cleaned work area, glassware and silverware.
- To satisfy the guest fell of service .
- Provided friendly and attentive service.

**Restaurant Supervisor (10 Jan 2020 – 30 Oct 2020). Restaurant,
assam, India.**

- Oversee and manage all areas of the restaurant.
- Understand all policies, procedures, standards, specifications and Training programs.
- Ensure that all guests feel welcome and are responsive, friendly and courteous service at all times.
- Ensure that all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards.
- Actively manage staff members by guiding and giving helping hand in making food or serving guests.
- Sanitation and cleanliness through training of employees.
- Prepare all required paperwork, including forms, reports and schedules in an organized and timely manner.

- Ensure all equipment's are kept clean and in excellent working condition through personal inspection.
- Ensure that ordering and receiving is properly done by regular inventory and receiving correct count and condition of goods.
- Ensure that restaurant policies on employee performance appraisals are followed and completed on a timely basis.

Food & Beverage Service Trainer

Working as a **Food & Beverage Service** Trainer at Guwahati ,**DDU GKY** Project From January 2021.

LANGUAGE SKILL: English, Hindi, Basic Arabic.

SKILLS:

- Able to work in a changing environment.
- Good team member.
- Leadership skills.
- Problem solving skills.
- Communication skills.
- Computer skills.
- Networking.

PERSONAL DETAILS

Name: Najatul Islam.

Father's Name: Late Nurul Islam.

Date of birth: 25-09-1989

Nationality: Indian.

Sex: Male.

Marital Status: Married.

Passport No: K1148817.

HOBBIES: Interacting with people. Drawing, Painting.

DECLARATION: The above-mentioned particulars are correct to the best of my knowledge.

DATE :

Signature