

CURRICULAM VITAE

MR. BINAYA RANJAN PADHAN

ADDRESS FOR COMMUNICATION

PERMANENT ADDRESS

AT-BONDA, POST-BONDA,
POLICE STATION-BARGARH, DIST-BARGARH
BARGARH-768038, ORISSA, INDIA

PRESENT ADDRESS

TAWAM, NEAR ABELA SUPER MARKET ABUDHABI
PO BOX-15258 UAE



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PERSONAL E-MAIL-ID: binay519@gmail.com

EDUCATIONAL QUALIFICATION:

NAME OF THE DGREE	UNIVERSITY/BORD	YEAR OF PASSING	DIVISION
10th	HSC, ORISSA	1999	2 ND DIVISION
+2	CHSE,ORISSA	2002	3RD DIVISION
+3	SAMPALPUR UNVERSIRTY,ORISSA	2005	3RD DIVISION

TECHNICAL QUALIFICATION:

COMPLETE BECHLOR DEGREE IN HOTEL MANAGEMENT & TOURISOM FROM **BIJU PATTANAIK COLLEGE OF HOTEL MANAGEMENT**, IN THE YEAR 2010
BHUBANESWAR, ORISSA- INDIA

COMPUTER COURSE:-

1 YEAR DIPLOMA COURSE OF COMPUTER BASIC KNOWLEDGE, MS. WORD, MS. EXCEL, MS. POWERPOINT.

HSE TRAINING COURSE:-

HSE CERTIFICATE FOR THE FIRE SAFETY & FIRE PREVENTION TRAINING.

HSE CERTIFICATE FOR (PPE) PERSONAL PROTECTIVE EQUIPMENT.

LEVEL 3 AWARD IN HACCP FOR FOOD MANUFACTURING: -

Completed level 3 award in HACCP for food manufacturing course from the Royal Society for public health (RSPH) , LONDON, United kingdom
qualifications Approved Centre. The chartered Institute of Environment Heath (CIEH) London, United Kingdom Registered Training Centre.

LANGUAGES KNOWN:-

LANGUAGE	WRITE	READ	SPEAK
ENGLISH	YES	YES	FLUENT
ORIYA	YES	YES	FLUENT
HINDI	YES	YES	FLUENT
TAMIL	NO	NO	YES
ARABIC	NO	NO	YES

WORKING EXPERIENCE

EXPERIENCE IN INDIA (4 – YEARS)

Six months of Industrial exposure Training programmed in F & B Service Departments in DYNASTY HOTEL, GUWAHATY, ASSAM.

Served in F & B Department in SRM HOTEL, Chennai. Joined as a Steward in 2009. Promoted as a Captain in July 2012.

Served in F&B Department in CLARKS INN HOTEL, Hubli, and Karnataka. As a Captain in August 2012.

EXPERIENCE IN ABROAD (4 – YEARS)

AL NABA SUPPLIES & CATERING SERVICES L.L.C FROM 30-05-2013 TO 10-11-2017

AN I.S.O. CERTIFIED CATERING COMPANY, ONE OF THE WORLD REPUTED AL NABA SUPPLIES & CATERING SERVICES LLC. P.O BOX: 725. POSTAL CODE: 112.

SULTANATE OF OMAN.WEBSITE: WWW.ALNABACATERING.COM. PHONE--968-93894995. AS A “CATERING SUPERVISOR-OPERATION”

CURRENTLY WORKING

CURRENTLY WORKING ADN COMPASS CATERING ABUDHBI AS A SENIOR CATERING SUPERVISOR FROM 10-05-2018 TO PRESENT

PERSONAL DETAILS

NAME : BINAYA RANJAN PADHAN

FATHERS NAME : SURAPATI PADHAN

MOTHERS NAME : SANTA PADHAN

NATIONALITY : INDIAN

DATE OF BIRTH : 08TH DAY OF JULY, 1984

MARTIAL STATUS : MARRIED

RELIGION : HINDU

PASSPORT DETAILS : PASSPORT NO – K 5932170

PLACE OF ISSUE – BHUBANESWAR (ORISSA) INDIA

DATE OF ISSUE – 20-04-2015

VALID UP TO – 19-04-2025

OCCUPATION – SERVICE

HOBBIES : WATCHING ENGLISH MOVIE,

: LEARN NEW LANGUAGE

PHYSICAL FEATURES & VITAL STATISTIC

AGE : 32YEARS (D.O.B. – 08-07-1984)

HEIGHT : 5 FEET 8 INCH

WEIGHT : 66 - KGS.

JOB RESPONSIBILITIES

- 1) ENSURE SMOOTH OPERATION OF THE SITES ALLOTTED TO ME.
- 2) VISITORS REGISTER/SITE VISIT REPORT TO BE MAINTAINED AND SEND HARD COPY TO HEAD OFFICE ON EVERY VISIT.
- 3) ENSURE THE TIME SHEETS ARE ENTERED ON DAILY BASIS BY THE STAFF OF ALL SITES UNDER MY CONTROL.
- 4) IMPLEMENTATION OF A SYSTEM FOR RECORDING DAILY MAN DAYS FOR ALL THE 3 MEALS A DAY AND GET IT CERTIFIED BY THE CUSTOMER SITE IN CHARGE ON A DAILY BASIS. COPY OF THIS SHEET MUST ACCOMPANY MONTH END PAPERS WITHOUT FAIL BEFORE 5TH.
- 5) TO COLLECT THE PAYMENT AND FOLLOW UP FROM THE CLIENT,
- 6) ENSURE OPERATIONS FILES ARE UPDATE
- 7) MONTH END REPORT TO BE SUBMITTED ON 2ND OF THE MONTH WITH UPDATED STAFF LIST,ASSETS INVENTORY,STAFF VACATION AND EXIT PLAN, FOOD COST REPORT, ETC
- 8) ALL THE PARTIES AND SPECIAL SERVICES SHOULD BE AS PER COMPANY POLICY AND PROCEDURE, AND TO BE NOTIFY TO IMMEDIATE SUPERIOR
- 9) ENSURE THAT THE STOCK IS ENTERED ON DAILY BASIS.
- 10) RECORD THE KITCHEN ISSUES DAILY DULY SIGNED BY CHIEF AND STORE KEEPER AND ENSURE THAT ALL THE ISSUES TAKEN PLACE WITH WRITTEN PERMISSION AND KNOWLEDGE OF MY.
- 11) MAINTAIN RECORD THE FOOD WASTAGE IF ANY, RECORD AND NOTIFY TO THE CUSTOMER IN CHARGE AT THE SITE.
- 12) ENSURE THE SITE STAFF TO MAINTAIN SEPARATE RECORDS FOR ALL THE EQUIPMENTS BELONGING TO COMPANY AND CUSTOMERS AND UPDATE THE STATUS PERIODICALLY.
- 13) ENSURE PERSONAL HYGIENE STANDARDS ARE MET BY ALL THE FOOD HANDLERS IN ALL THE SITES UNDER MY CONTROL AND TAKE STRICT ACTION WHEREVER IT IS REQUIRED
- 14) MAIL AND REPORTS TO BE MARKED TO HIS/HERS IMMEDIATE SUPERIOR **ONLY**
- 15) ESTABLISH CONSTANT PERSONAL CONTACTS WITH CLIENT REPRESENTATIVES AT DIFFERENT HIERARCHY TO ENSURE THAT THE COMPLAINTS IF ANY ARE ADDRESSED AT SITE LEVEL ITSELF.
- 16) ENSURE THAT FOOD SAMPLES ARE PRESERVED WITHOUT FAIL IN ALL THE LOCATION TO MEET CONTRACTUAL OBLIGATION.

SPECIFIC RESPONSIBILITIES

- 1) MOBILIZATION AND DEMOBILIZATION OF SITE
- 2) MONITOR WEEKLY CONSUMPTION WITH RESPECT TO BUDGET COSTING DONE AT H.O.
- 3) PARTICIPATE IN HSE, MESS COMMITTEE AND CORPORATE MEETINGS OF THE CAMP BOSSES.
- 4) ASSIST CATERING DEPT IN PREPARATION OF ANNUAL BUDGET.
- 5) ASSISTING CATERING DEPT.IN FOOD COSTING FOR NEW CONTRACTS AND BUDGETING.
- 6) TAKE FOOD COMMETI MEETING AND FORWARD IT TO IMMEDIATE SUPERIOR.

BESIDE I WILL CARRYOUT ANY OTHER RESPONSIBILITY ASSIGNED TO ME. FROM TIME TO TIME BY MY IMMEDIATE SUPERIOR.

THANKING YOU,

BINAYA RANJAN PADHAN