

# PROFILE

Congenial Senior Guest Service Associate with 2+ years of experience of hospitality and extensive understanding of Food & Beverage. Quick learner committed to professional, caring guest services. Offering background in conflict management and superior multitasking skills.



**SAMEER KHAN**  
F&B SERVICE ASSISTANT

## EDUCATION

**B.voc in Hospitality , JAGANNATH UNIVERSITY**

Jaipur, RJ, IN | 2017 July - 2020 June

Hospitality, Catering & Tourism

## EMPLOYMENT HISTORY

**Senior Guest Service Associate, RAJMAHAL RESORT**

Neemrana, RJ, IN | 2021 October - 2022 March

- Supervising junior team members.
- Support the Supervisor in the smooth running of the section.
- Delivering excellent standards of service in a friendly and professional manner to our guests.
- Assist with training and development of junior team members.
- Proactively welcoming and greeting all guests and visitors to the Restaurant and the Hotel.
- To assist in the set up if the restaurant before service, ensuring all required items are stocked and ready.
- To assist in the set up of the restaurant before service, ensuring all required items are stocked and ready.
- Proactively welcoming and greeting all guests and visitors to the Restaurant and the Hotel.
- To seat guests offering them menus, and drinks and providing explanations of the menu when required.
- To deal efficiently and courteously with all guest queries.

**F&B Guest Service Associate, RAJMAHAL RESORT**

Neemrana, RJ, IN | 2021 January - 2021 September

- Set and enforced performance and service standards to keep consistent, high-quality environment devoted to customer satisfaction.

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Port Saeed, Dubai UAE

**Birth Date**  
15 Mar 1998

**Nationality**  
Indian

**Driving License**  
N/A

## SKILLS

Sanitizing Understanding

Inventory Controls

Food & Beverage Management

Organization And Time Management

Active Listening

Self-Motivated

Kitchen Staff Coordination

Service Equipment Operation And Maintenance

## LANGUAGES

English

Hindi

- Maintained highest standards for beverage quality and service.
- Maintained up-to-date knowledge of menu options, specialties and menu deviations to accurately relay information to guests.
- Explained menu, food and beverage preparation and ingredients to safeguard against allergies.
- Greeted guests warmly to foster welcoming environment.
- Cleaned and set up tables to promptly seat guests and reduce wait times.

## **Trainee, TAJ HOTEL & CONVENTION CENTER**

Agra, UP, IN | 2020 January - 2020 July

- Cleaning and setting tables
- Clearing tables and preparing them for the next customers
- Transporting used linen to or from the laundry
- Assisting with unloading and storing stock, Greet and escort customers to their tables
- Prepare tables by setting up linens, silverware and glasses
- Offer menu recommendations upon request
- Participated in on-the-job training, working closely with supervisors and coworkers and asking appropriate questions.
- Maintained status reports to keep stakeholders up-to-date on project progression.
- Maintained punctuality in work attendance and project completion.
- Acted with integrity, honesty and knowledge to promote culture of company.

## **Guest Service Assistant, LA MAISON FINE DINE RESTAURANT**

Jaipur, RJ, IN | 2019 April - 2019 September

## **COURSES**

### **Contribution in Induction Week, COLLAGE OF HOSPITALITY ADMINISTRATION**

2019 October - 2019 October

### **Hotel Day, COLLAGE OF HOSPITALITY ADMINISTRATION**

2019 November - 2019 November

### **Microsoft Office 365, Jagannath University**

2020 July - 2020

## **VISA STATUS**

Visit Visa/Transfable