

Kiran Deepak Mehta

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OBJECTIVES

Business Development Manager in Hospitality Firm having 6-7 years of experience , Seeking entry level assignments in Sales & marketing, client serving, project management, distribution and channel management, market /competitor intelligence and P&I responsibility.

KEY SKILLS

Sales & marketing	Research & Strategy	Outbound Marketing
Social Media Advertising	Team Work	Decision Making
E-Mail Marketing	Presentation Skill	Time Management

WORK EXPERIENCE

➤ **Export Executive At Siemens ltd from Feb 2011 to June 2013.**

- ❖ Handling export & import documentation & procedures.
- ❖ Preparation of Bill of Lading and packing list of product.
- ❖ Handling process of CHA.
- ❖ Handling shipping bills & airway bills.

➤ **Banquet Manager at Tip Top Plaza Hotel From Oct 2013 till May 2016.**

- ❖ Banqueting Operations
- ❖ Marketing & Selling conference and banqueting facilities
- ❖ Scheduling Reservations
- ❖ Operating the facilities profitably
- ❖ Planning well so each event runs smoothly
- ❖ Managing Food and beverage team
- ❖ Planning for Decoration part
- ❖ Coordination with guest about Event
- ❖ Staff Briefing.

➤ **Operation Manager at KAO Hospitality From July, 2016 to Aug, 2019.**

- ❖ Central kitchen Operation
- ❖ Operation of Site Kitchens of Corporates Companies like Maersk, Cognizant.
- ❖ Outdoor catering management
- ❖ Responsible for management of accounts receivable – provided services to monthly clients, completed billing invoices, responsible for monthly client billing.
- ❖ Managing Grocery Store Inward and Outward.
- ❖ Verification of data and Maintenance of Outstanding Payments of Vendors
- ❖ Generate and Maintain of Sales Inventory Report, Production Report, Stock Report.
- ❖ Maintain the company's data records.
- ❖ Perform internal Kitchen audits and submit detailed recommendations to Companies management and superiors, identifying potential problems, excessive spending and solutions for the same.
- ❖ Handle Food Court customer queries/feedback as well as resolving their problems.
- ❖ Responsible for analysis of monthly, weekly and daily sales.

➤ **Business Development Manager in Kwaliti Hospitality Services Private Limited From Sep, 2019 to till date.**

- ❖ New Site Kitchen setup, Staffing, setup of working (like dispatch details, staff training, food temperature, thawing, refrigerator).
- ❖ Managing Food preparation, Food supply, Quality management, Food hygiene.
- ❖ Updating Daily sales reports.
- ❖ Managing the Food Cost budget, handling purchase and invoicing the client.
- ❖ Attending cuisine crew meetings about food reports, handling clients to ensure giving best service.
- ❖ Manage daily operations, sales, and inventory and food costs.
- ❖ Preparing and maintaining necessary stock records to track the inward/outward movement of goods and making arrangements for new purchase order for supplier.
- ❖ Manage clients' orders via the phone, email.
- ❖ Preparing of Monthly Menus for clients.
- ❖ Prepare sales information for clients.
- ❖ Taking initiative for solving kitchen staff problems.
- ❖ Making Salary statements and payments through net banking.
- ❖ Preparation of monthly reports like P & L Statements, Closing stock statement.
- ❖ Handling petty cash exp.

TECHNICAL SKILLS

- Working Knowledge of MS Office Tools: MS Excel, MS Word, MS Outlook, MS Powerpoint.
- Internet Surfing and E-Mail Usage.

EDUCATION QUALIFICATION

Exams	Institutions	University	Class	Year
T.Y.B.Com	Gurukul College of Commerce, Ghatkopar	Mumbai	Second	2010
H.S.C	HVK Tanna Jr.College, Ghatkopar.	Mumbai	Second	2007
S.S.C	Ramji assarVidyalaya, Ghatkopar.	Mumbai	Second	2005

PERSONAL DETAILS

- ❖ Date of Birth : 3rd July, 1989.
- ❖ Gender : Male.
- ❖ Marital Status : Married
- ❖ Language Known : Gujarati, Marathi, English, Hindi.
- ❖ Hobbies : Playing cricket, pool, bowling & Listing to music
- ❖ Address : 601, B' wing, Navkar Kripa, Navroji Lane,
Ghatkopar (W), MUMBAI – 400086

- ❖ Place : Mumbai
- ❖ Date :

Signature

Kiran Deepak Mehta