



BABLU DEY

*Document Controller, Lead
Receptionist, Catering
Campboss, Catering
Supervisor, Location
Incharge, Cafeteria
Incharge, Cashier*

CONTACTS

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ADDRESS

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ABOUT ME

I am currently on the lookout for a job opportunity that aligns perfectly with my skill set and professional experience. My goal is to find a role where I can effectively leverage my abilities to contribute to the success of my prospective employer. With a keen eye for detail and a commitment to excellence, I am eager to bring my expertise to a dynamic team and make a positive impact.

EDUCATION

WORK EXPERIENCE

FOOD SERVICE SUPERVISOR

📍 Nizwa

*AA group of catering services LLC Oman
Dec 2023 - Present*

- Spearheaded customer service excellence by training kitchen staff on food safety and quality standards.
- Ensured compliance with health and safety regulations through vigilant monitoring of food storage, handling, and preparation.
- Maintained pristine guest and work areas by enforcing rigorous sanitation protocols.
- Enhanced catering operations by instructing employees in food preparation, financial transactions, and cleaning duties.
- Optimized workforce efficiency with strategic scheduling and shift management.
- Streamlined procurement by carefully selecting food and supplies in line with operational needs.
- Drove team performance and process improvements by developing and executing innovative strategies.
- Conducted thorough employee performance reviews to maintain high service standards.
- Elevated safety and minimized inventory waste by mentoring new hires on business-critical practices.
- Prepared detailed resource documentation to proactively address potential staffing challenges.
- Delivered comprehensive food preparation training to ensure staff competency in serving personnel.
- Implemented stringent controls to manage labor costs and inventory effectively.
- Negotiated with vendors for competitive pricing on food products, kitchen equipment, and supplies.
- Supervised the preparation and service of up to 5,000 meals daily with a focus on efficiency.
- Reduced food waste significantly by forecasting customer demand and menu item popularity.
- Addressed customer concerns with prompt, accurate, and informative solutions.

CAMPBOSS (CATERING)

📍 Oman

*AAA group of catering services and
facilities llc Oman
Oct 2013 - Oct 2021*

Opening new catering locations with full facilities. Arranging cooking equipments and Checking conditions. Ordering foods (Dry, Frozen and cleaning materials) and stocking in store with storekeeper.

2002

MADHYAMIK (10TH)

*Sathya Bharati vidhyapith
Kolkata West Bengal
India, Kolkata*

SKILLS

- Management
- Supervisor
- Front office
- F&B
- Cost control
- Stock management
- Inventory
- Computer literacy
- Excel, Word, PowerPoint
- FIFO
- Food hygiene and safety
- Food safety level 3
- Data entry
- Microsoft office outlook
- Cashier
- Good communication
- Language
- Administrative

Making staff duty schedules as per required.

Controlling cost in better way. Arranging special foods for senior officers. Make invoices and submitting to head office. Following up bills and invoices to stamp and submit. Daily food cost, monthly invoices and bills to submit. Order vegetables weekly from local purchase and monthly invoice and bills summary. Order gas from local purchase and monthly invoices and bills. Follow up with engineers regarding any maintenance issues, making daily menu and checking daily food quality to improved better taste to services.

Controlling 2 location (police station) with same facilities. We are serving ROP (Royal Oman Police) catering services all over Oman. Following staff requirements as uniform, medical, food, accommodation, vacation, overtime and all.

DOCUMENT CONTROLLER

📍 Qatar

*Shaqab Abela Catering Services and
Facilities Ilc Qatar
Mar 2012 - Mar 2013*

Receiving all important documents and make soft copy to send to the management. Controlling all documents by keep file. Follow project safety procedures and requirements. Preparing daily sail report and forwarding to higher authority. Preparing bills and invoices for sign, stamp, scan, filing and forward. Checking details of daily check in and check out reports and mandays to notify management. Supporting to operation project manager with administration support.

LEAD RECEPTIONIST

📍 Qatar

*Shaqab Abela Catering Services and
Facilities Ilc Qatar
Mar 2011 - Mar 2012*

Controlling daily check in and check out (labour, junior, senior and VIP guest). Checking all requirements and documents for check in, stamp, follow up and update to the system. Check out follow up and update to system. House keeping department update and follow up, Daily maintenance report update and follow up, Requirements in bar and follow up, Recreation department follow up and update. Following upcoming events and requirements, Recreation department follow up and reports submit. Providing Rooms key, linens, internet services, housekeeping services, laundry services and facilities as per company standards. Supervising all receptionist and assigning duties and responsibilities. Maintaining 2

- Problem solving
- Decision making
- Teamwork
- Customer service
- Leadership
- Active listening
- Responsibility
- Critical thinking
- Creative thinking
- Time management
- Writing
- Product knowledge

LINKS

LANGUAGES

- English
- Hindi
- Bengali
- Arabic

front office (labour reception and senior reception) supervising call center and follow up. Coordinate transportation services with drivers and duty assignment. Receiving clients complaints and follow up. Information catering manager about food service and categories. Providing clients gym and pool service by tickets or coupon.

CAFETERIA INCHARGE AND CASHIER 📍 Qatar

Shaqab Abela Catering Services and Facilities llc Qatar
Mar 2008 - Mar 2012

Controlling daily sails and report. Making daily invoices and submit to management. Maintaining cash machine and providing bills. Arranging required goods and foods for cafeteria. Coordinate with chief about menu and requirements. Following high standards cleaning procedures. Reporting any damage items and requirements. Monthly inventory and stock rotation.

HEAD WAITER 📍 QATAR

MUHIBBAH ENGINEERING (ID- 4261996)
Jan 2008 - Jun 2009

INCHARGE 📍 Oman

Adwa al siabi trad asso llc Oman
Aug 2022 - Nov 2023

looking after family business in sohar Oman. managing retail fish shop and vegetable shop.

HOBBIES

- billiards
- chase
- movies
- cricket
- football
- songs

PERSONAL DETAILS

Date of birth:

23 Mar 1986

Nationality:

Indian

Marital status:

married

COURSES

FOOD SAFETY - LEVEL 3

AA group of catering services llc
Jun 2023

COMPANY QUALITY , HEALTH SAFETY & ENVIRONMENTAL INDUCTION COURSE

Jan 2024 - Feb 2024

LEVEL 1 -BASIC FOOD SAFETY HYGIENE AND HACCP COURSE

AA group Facility management Redefined
Jan 2024

LEVEL 2 - ELEMENTARY FOOD SAFETY HYGIENE 7 HACCP COURSE

AA group facilities management redefined
Jan 2024

L3 INTERMEDIATE FOOD SAFETY AND HYGIENE COURSE

AA group of facilities management redifined
Jan 2024

BLS - BASIC LIFE SUPPORT

Hamad Hospital Doha Qatar
May 2012 - Sep 2012

BLS-BASIC LIFE SUPPORT

Hamad Hospital Doha, Qatar
Nov 2012 - Dec 2013

CERTIFICATES

BEST EMPLOYEE OF THE MONTH

📍 Muscat, Oman


FIRST AIDER

📍 Raslaffan , Qatar

FIRE WARDEN

📍 Rasgass, Qatar

CUSTOMER SKILLS

 Doha, Qatar

Apr 2013

CAMP RECEPTION - EMPLOYEE OF THE MONTH

 Doha, Qatar

May 2013

HOUSE AWARENESS TRAINING - BASIC FOOD SAFETY

Dec 2012

PERSONAL SHE&S CONTRACT

 Raslaffan, Qatar