



**Ajit Kumar Sudhakar Panigrahy**

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**Career Objective:-**

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

**Career Summary:-**

The Willingdon Sports Club—

1<sup>st</sup> October 2021 to till date- Wine Department – General Assistant

Roles & Responsibilities-

Prepare purchase order & issuance form.  
Daily basis take care of excise work.  
Regular Monitoring & analysing different kind of materials for club.  
Designing a wine list or cocktail menu  
Selecting wines and beverages and pairing them to the food menu  
Making sure other waiting staff understand the wine list.  
Advising customers on the best choice of wine for their meal.  
Prepare restaurant tables with special attention to sanitation and order.  
Present restaurant menus and help customers select food/beverages.  
Working on IRCA Software for data management.

1<sup>st</sup> May 2016 to 30<sup>th</sup> Sept 2021- Pub Department -General Assistant

Roles & Responsibilities-

Plan and present bar menu  
Daily basis take care of excise work.  
Interact with customers, take orders for drinks and snacks  
Check identification of the guest to make sure they meet age requirements for purchase of alcohol and tobacco products  
Making sure all the necessary bar equipment and supplies are stocked  
Review sales and beverage costs, and reconcile any discrepancies in accounting  
Resolve customer complaints promptly and according to company guidelines.  
Used COCKTAIL World software for database management.

1<sup>st</sup> April 2012 to 30<sup>th</sup> April 2016- Store-Keeper

Roles & Responsibilities-

Keep a record of sales and restock the store accordingly.  
Material inventory & monitor stocks availability.  
Ensure that the store is kept clean and organized  
Follow all standards for issuing and receiving stock within the store's area of operation.  
Maintain clear and organized records to ensure all reports and invoices are filed and stored properly  
Responsible for storage of both food & beverage and operational stock.  
Adhere to all Health and Safety procedures particularly relating to food and beverage items.

March 2009 to 31<sup>st</sup> March 2012- Cashier

Roles & Responsibilities-

Collecting payments whether in cash or credit.

Scan goods and ensure pricing is accurate.

Interact directly with customers as they check out items to purchase.

Issue receipts, refunds, change etc.

Mangalam Placement Pvt.Ltd. -Support Desktop Engineer- Oct 2007- March 2009

Roles & Responsibilities-

Configure antivirus software to fully protect IT environment.

Monitor the performance of the computer systems and address issues as they arise.

Install computer hardware and software on desktops to keep versions current.

Installed both computer hardware and software.

Daily basis back up of computer data.

Achievement-

Won Best Employee for the month of September 2010 in Willingdon Sports Club.

Got 500 Rupees as a reward from the management team.

Always have been praised as good team player and got pat on back from management.

Computer Knowledge-

MS Office.

Internet Savvy.

ITC & DOS

Skills-

Keen interest to learn new things.

Good grasping power.

Always keep trying improving myself whenever required.

Positive thinking attitude.

Hardworking.

Education-

Completed Secondary School Certificate (S.S.C) Examination from S.E.Rly.Mixed Higher Secondary School in the year 2002 securing 58%.

Completed Higher Secondary School Certificate (H.S.C) Examination from Utkal University in the year 2004 securing 64%.

Personal dossier –

Marital Status	:	Married
Language Known	:	Hindi, English, Marathi & Oriya
Hobbies	:	Travelling, Watching News/Movies, Playing Cricket.
DOB	:	12 <sup>th</sup> April 1986
Passport Details	:	U4354357

Ajit S. Panigrahy