

# **RESUME**

## **SWEBERT JOHN REBELLO**

**UNIESTATE MANSION**

**331, Dubai Investment**

**Park 1, Dubai, UAE**

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**Date of birth : 03<sup>rd</sup> May 1988**



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### **CAREER OBJECTIVE :**

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

- 1) **Linen Cupboard Laundry** (09<sup>th</sup> May 2022 to till date)  
**Linen Assistant for NMC Speciality Hospital**
  
- 2) **Hotel Kushala Executive Inn (Mumbai)** (01<sup>st</sup> June 2017 to 28<sup>th</sup> Feb 2022)  
**Front Office Manager**

#### **Responsibilities :**

- Preparation of schedule for front office staff, supervise and evaluate the job performance of staff, maintaining work relationship with all departments, managing within the allocated budget, resolving guest problems, checks and verifies cash, bank and deposits at the end of each shift, prepare revenue and occupancy for ecasting.
- Monitoring all V.I.P 's and special guests requests.
- Review Front office log book and Guest feedback forms on a daily basis.
- Perform other duties as requested by management.

- 3) **RAMADA HOTEL POWAI** (01<sup>st</sup> August 2013 to 08<sup>th</sup> Oct 2016)  
**Commi 2**

#### **Responsibilities :**

- Taking opening stock as well as closing stock of food.
- Assist senior staff to prepare the mis-en-place and also help to maintain the standard in the kitchen section.
- Look after the breakfast section, to prepare overall mis-en-place for the next days breakfast shift.
- Making the requisition list for the kitchen weigh and measure ingredients for production.
- To ensure that fridge and freezer temperatures are maintained at a safe level for the storage and preservation of food.
- Establish controls to minimize food and supply waste.

- Ensure that high standards of sanitation and cleanliness are maintained throughout the kitchen areas.
- Oversaw kitchen clean up through/with Assistant Cook and Food Service Staff.

**4) RAMADA HOTEL, Mumbai (IT) (6 months)**  
**a) Food production, trainee**

**Responsibilities:**

- Helping the senior staff member to prepare the mis-en-place.
- Working on the live station.
- Help to maintain the standard of the kitchen section, providing the necessary support to the kitchen staff during the peak operation hours to attend hotel and departmental training whenever necessary.

**b) Food and beverage, trainee, banquet**

**Responsibilities:**

- To assist the manager and staff member with room preparation for small or large events.
- Serving as a staff member in delivering food and beverage and making sure that the guest are served equally.

**ACADEMIC QUALIFICATION :**

LEVEL	YEAR OF PASSING	UNIVERSITY/ BOARD	INSTITUTE	SECURED
T.Y B.Sc (HS)	2012	Mumbai University	Don Bosco college of hospitality studies	Second Class
S.Y.B.Sc (HS)	2011	Mumbai University	Don Bosco college of hospitality studies	Second Class
F.Y.B.Sc (HS)	2010	Mumbai University	Don Bosco college of hospitality studies	Second Class
H.S.C	2007	Maharashtra Board	St. John The Baptist Junior College	First Class
S.S.C	2005	Maharashtra Board	Little Flower High School	Second Class

**ACHIEVEMENTS :**

- Has done a course in Martial Arts (Kick Boxing)
- Won a 2<sup>nd</sup> prize in badminton & Rink Football at college level
- Won a 1<sup>st</sup> prize in Cricket at college level

## **PROJECTS UNDERTAKEN :**

- Group Project – “**Corporate Social Responsibility**” in collaboration with TAJ LANDS END
- Successfully lead a kitchen team for the delegated task for “**Sapori d’Italia**” – Italian Theme Lunch & Chinese Theme Lunch- “**The Orient Sizzle**”.
- Prepared a brochure on an imaginary 5-Star Hotel
- Prepared a report on Hotel “**RAMADA**” Powai
- Prolific involvement in the kitchen team of “**Waves**”- Goan Theme Lunch
- Successfully lead a kitchen team for the theme dinner of **Spectrum2012**.

## **HOBBIES :**

Playing cricket, football, indoor games, listening music, watching movies and cooking.

## **PERSONAL DETAILS :**

Religion : Roman Catholic  
Language Known : English, Hindi, Marathi, Konkani

## **PASSPORT DETAILS :**

Passport no. : M6052328  
Date of Issue : 20/01/2015  
Date of Expiry : 19/01/2025  
Place of Issue : Thane

**Date:**

**Place:**

**(SWEBERT JOHN REBELLO)**