



SHARVIN MATHIAS

OFFICE ADMINISTRATIVE

CONTACT

+971-502864483

mathiasshannu18@gmail.com

Abu Dhabi, UAE

05-02-2024 - 05-03-2024
EUROPEAN BARTENDER SCHOOL

- Bartending
- Mixology

2017- 2020
MANGLORE UNIVERSITY

- Bachelor of commerce

SKILLS

- Teamwork
- Time Management
- Leadership
- Effective Communication
- Multitasking

LANGUAGES

- English
- Hindi

PROFILE

Managing office supplies, handling correspondence, and ensuring that the office environment is well-organized and efficient. Preparing, editing, and filing documents such as reports, presentations, and memos. Provides high-level administrative support to senior executives, often involving more complex and confidential tasks.

WORK EXPERIENCE

Social banglore India

2024 MARCH TO JUN2024

Bartender

- Prepare a wide variety of cocktails, mocktails, and other drinks following recipe standards and customer preferences, demonstrating strong knowledge of mixology.
- Maintain a clean and organized bar area, ensuring high levels of sanitation and safety by following health and safety guidelines.
- Assist bar and wait staff in supporting front-of-house operations, ensuring seamless service during peak hours.
- Efficiently manage inventory, restocking supplies, and ingredients as needed to ensure smooth bar operations.
- Engage with customers to provide a memorable experience, offering recommendations based on their preferences and upselling premium beverages.

Ekart logistics

NOV-2021 TO JAN -2024

Delivery executive

- Ensure prompt and efficient delivery of goods to customer locations, following designated routes and schedules.
- Handled products with care during loading, transportation, and unloading to prevent damage or loss
- Provide excellent customer service throughout the delivery process.

Irish House banglore India

FEB-2020 TO APRIL-2020

Bar back

- Prepare bar area before opening, ensuring all necessary supplies are stocked.
- Kept the area clean and organized throughout the shift, including wiping down surface, washing glassware, and disposing empty bottle and trash.
- Supported bartenders by fetching ingredients, ice and equipment as needed, helping with drink preparation, and restocking supplies during busy periods.

Drava banglore India

OCT-2019 TO DEC-2019

Steward

- Ensuring the cleanliness and organized of the assigned area.
- Assisting guests with seating and attending to their needs during their visit. Serving food and beverage to guests in a timely and courteous manner.