**ABHIJEET SALVI**

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**CAREER OBJECTIVE**

To join a progressive organization where my potential skills can be utilized for improving the performance and contributing substantially towards the growth of the organization.

**DESIGNATION: Facility Manager with PSIPL management at HDFC Ergo Churchgate/F&B Manager/ F&B Executive / F&B Supervisor/Captain/Team Leader** ( Meluha the fern )

**EDUCATION QUALIFICATION**

Bachelor Degree in Hotel Management from Y.C.M.O University in 2012.

H.S.C : Second Class year 2009

S.S.C : First Class year 2007

**Professional Synopsis.**

* Overall **7 Year** Experience into F&B.
* Have **6 years’ experience of IN Food & Beverages** as a **Team Leader**
* **1Years** Experience as F&B Executive at CBRE Facility Management.
* Proven Skills in food and beverage service to handle the Food service vendors like Sodexo etc.
* Communication skills honed with the ability to liaise with all management levels.
* Able to provide service in courteous and efficient manner while maintaining brand standards and clean work area according to **HACCP standard**.
* Have good knowledge of **INFRASYS/MICROS (POS)**.
* Know how to operate EDC machine.
* **1Years** Experience as Site Manager at Sodexo.

**Core Competencies**

**Key Management**

* Ensuring smooth conduct of Cafeteria operations 1,20,000 sq.ft. area as **Food and beverage executive.**
* Ensuring smooth conduct of Pantry services and coffee Café Day operations.
* Ensuring waste segregations for campus.
* Ensuring smooth conduct of operations, as a **Team Leader/ F&B Supervisor/Captain.**
* Building and strengthening my professional skills and overall etiquettes thereby ensuring good Service satisfaction to my customer.
* Co-ordination with the other departments, ensuring smooth and easy functioning.
* Cool temperament, able to remain polite even in unpleasant circumstances.
* Ability to work in a fast paced environment.
* Taking care of quality of product as per standard.
* Ensuring smooth conduct of floor operation as floor in charge.

**Team Management**

* Incorporating bonded teamwork and managing healthy environment.
* Imparting support to the co-departments to accomplish commitments made to our guests.

**Recognitions**

* Certificate of employ of the year Through Client **Meluha The Fern Hotel** for outstanding performance and exceptional work done in 2014.

**Organizational Experience.**

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**TRAINING EXPERIENCE:**

* Completed six month training in Hotel **Meluha The Fern,** Mumbai. Had a practical experience in all 4 core departments of the hotel.

**WORKING EXPERIENCE:**

* Worked with **Meluha The FernMumbai** as a Food & Beverage **Team leader**, **from 3 Dec 2012 to 03 Mar 2019.**
* Worked with **CBRE Mumbai** as a Facility Executive at **Client location Capgemini Airoli**, Have Major contribution for Preopening of B6&B5 Airoli Phase 02 building **from 18 June,2019 to 28 July 2020.**
* Worked with **PRASHANT CORNER SWEET FACTORY THANE** as a Floor Manager **from 18 Feb 2021 to 1st June2022.**
* Worked with **Sodexo India Pvt. Ltd**. As a Site Manager **from** **2ndJuly 2022 to 1st July 2023.**
* Currently working with **Property solution India Pvt. Ltd**. As a Facility Manager **from 5th July 2023 till date**.

**Work Profile**

* Managing vendors and ordering requirements.
* Ensuring smooth operation of the office.
* Managing events happening at office
* Ensuring smooth conduct of department as a floor manager.
* Monitors and ensures smooth operations at **Milk receiving area.**
* Handling **orders receive from outlate plan production as per that.**
* Ensures that services/ items are prepared according to Production minimum standard procedures.
* Apply the necessary precautions with regards to the production area **FOOD SAFETY and HYGINE** standards and maintaining Hygiene records files.
* Coordinating with Kitchen Equipment’s vendor for for monthly and quarterly check-up.
* Monitoring **Kitchen checklist** for the Audit records purpose.
* Responsible for the **Client online satisfaction survey** regarding the CCD & Cafeteria services.
* Responsible for the **Production Staff Training** on weekly and monthly Basis.
* Ensuring punctuality at work.
* Conducting briefing prior to start of operations.
* Ensures personal grooming according to services standards.
* Ensures the departmental roaster is made on time and its get followed accordingly.
* Have awareness about Campus fire and life safety / emergency procedures.
* Makes sure that Breakages are tracked and mentioned in Breakage reports.
* Judicious making and checking of store requisition for the department.
* Keeping track on the store requisition and maintain files for the same.
* Make sure that **First In First Out** method is followed.
* Ensures full mis-en-place is prepared prior to start of operations and replenished afterwards.
* Checking cleanliness of sections prior to and after production.
* Checking quality / presentations / temperatures of food / beverage /service

Prior to service.

* Ensures that all materials, equipment and machinery are properly used and regularly cleaned, in order to prolong usage.

**Professional references**

* Mrs. Namita Kadam (Senior Manager - Admin, Facilities & Project Management Workplace Management) HDFC Ergo

Mob-9820996916

* Mr. Nitin Ambre ( Senior Manager )

Mob-9833168161

* Mr. Vinayak Moghe(Senior Manager), CBRE Mumbai.

Mob-7045357468

**PERSONAL DETAILS**

**DATE OF BIRTH :** 05 June, 1991.

**GENDER :** Male.

**NATIONALITY :** Indian.

**MARITAL STATUS :** Married.

**LANGUAGE KNOWN :** ENGLISH, HINDI, MARATHI**.**

**INTEREST & HOBBIES :** Automobile.