**Sunny Wadhwa**

**Address—T-510 / C-3/ b-a , Lane No -2, Vijay Marg , Baljeet Nagar, New Delhi**

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**Carrer at Glance**

>>A competent administration with over **7 years** of experience in Staff Admistration , Food Servicing ,Inventory Control and Team management.

>>Insightful experience in managing operational activities

>>Resourceful at developing procedures, service standards and operational policies with proven abilities to reduce the running cost of unit by planning and implementing effective control measures.

>>A Keen communicator with the ability to relate to people across all hierarchical levels in the organisation.

**Operational and Vendor Management**

>>Streamlining systems and procedures for effective Operation control and ensure smooth operation by following SOP and standards.

>>Assessing the performance of vendors based on various criteria such as percentage of rejections, quality improvement rate and timely delivery.

>>Assist in checking regular billing on daily basis and also to maintain MIS and other financial reports.

>> Staff Training on regular intervals and and to keep a track by posting it on the tracker

**Currently working with Artemis Hospital as Food and Beverage Executive since Aug 2015**

**Key responsibility**

>>Ensured Safe food and work environment as well as billing and equipment inventory.

>>Ensure FIFO procedures for perishable made all store standards

>>Ensure smooth flow of Ipd & Opd daily operation

>>Ensure timely dispatching & serving of food as per the standards and planning by the dieticians.

>>Ensure regular training for the staff

>>complaint handling and guest satisfaction .

>> Ensure proper check on vendor management to make sure that the operations must go according to the agreement and hospital standards.

>> Ensure proper planning related to events and functions and menu planning.

**Professional Experience:**

**Dec 2012 –Aug 2015 F&b Supervisor at Fortis Memorial And Research Institute , Gurgaon**

**Key responsibility**

>>Ensure smooth flow of daily Ipd & opd operations.

>> Store management and indenting of required item .

>> Banquets & board room handling.

>> Maintain MIS and other financial reports.

>> Complaint handling and guest satisfaction.

>>Maintain data related to room service orders and patient service orders.

>>Maintain billing of all related department and HOD’S.

>>Ensure FIFO procedures for perishable made all store standards .

**Feb 2010 –Nov 2012 F&b Supervisor , Blk Super Speciality Hospital on Pay roll of Good food dietary services.**

**Key responsibility**

>>Ensured Safe food and work environment as well as billing and equipment inventory.

>>Ensure FIFO procedures for perishable made all store standards.

>>Maintain monthly billing , mis and other financial reports .

>> Staff training and documents maintaining.

>> Proper patient feedback ensure guest satisfaction.

>>Daily Admin rounds of designated floor.

**Academic Qualifications**

Graduate Degree In bachelors of Commerce from School Of Open Learning .

**Technical Qualification**

>>Basic knowledge of computers application

>>Diploma in desktop publishing

>>Knowledge in visual basic & Oracle

**Personal Dossier**

**Date of Birth—21 june 1992**

**Nationality—Indian**

**References—Available on request.**

**Father’s Name – Mr Deepak Wadhwa**

**Marital Status – Single**

**Current Ctc – 34000 P.m**