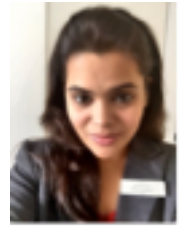


MITU PODDAR

- Address: Unit 4208, 343-357 Pitt Street, Sydney, NSW 2000, Australia
- Mobile: +61466583066 E-mail: mitupoddar@gmail.com
- Nationality: Indian
- Visa: Student Visa valid till March 2017
- Unrestricted working hours



Professional Work Experience

Guest Services Agent- Vibe Hotel, Rushcutters Bay, Sydney January 2016- Current

F&B Attendant - Vibe Hotel, Rushcutters Bay, Sydney July 2015- January 2016

F&B Attendant (Events) - Pinnacle People, Sydney June 2015- Current

- On-call duties at various venues across Sydney
- Maintaining punctuality and professionalism by representing a renowned hospitality staffing agency.

F&B Attendant - Nando's, Sydney International Airport April 2015- July 2015

- Part of the restaurant's pre-opening and VIP launch event team
- Be updated with product and pricing knowledge, suggest menu items, use suggestive selling and up-sell to the customers.
- Consistently adhered to the sequence of service and checked on the customers in a professional and friendly manner even during times of pressure
- Maintained hygiene and cleanliness of the restaurant and flexibly rotated to Back of House duties to work as a team and help fellow members whenever needed.

F&B Attendant (Front-line staff) - Mad Mex Restaurant, Sydney January 2015 - April 2015

- Worked as part of a fast-paced environment mainly as a cashier
- Cross-trained between floor duties and back of house work, including basic food prep

F&B Attendant - Haveli Restaurant, Kolkata (India) January 2014 - Dec 2014

- Gained training and attended various training modules for restaurant operations
- Maintained a casual ambience for the guests however providing a quality dining experience by following the sequence of service and a friendly attitude
- Worked in coordination with fellow team members and took direction positively

Entrepreneur - Zaphyre Jewels, Kolkata (India) March 2011 - January 2014

Office Manager & Sales Head - MRP Commercial Pvt. Ltd., Kolkata (India) January 2009 - June 2010

Store Manager - Anamika Khanna Fashion House, Kolkata (India) June 2007 - December 2008

Key skills and competencies

- *Strong communication and customer service skills.*
- *Teamwork as well as ability to work independently and unsupervised*
- *Languages spoken- Fluency in English, Hindi and Bangla*
Elementary proficiency in Spanish
- *Punctuality and efficient time management*
- *Fast learner and quick adaptability*

Educational Qualifications

<i>January 2015 - Present</i>	<i>Master Of International Hotel management Blue Mountains International Hotel Management School, Sydney</i>
<i>June 2004 - June 2007</i>	<i>Bachelor of Commerce (Honours) with Majors in Accountancy & Finance Calcutta University, India</i>

Educational Training

<i>January 2015</i>	<i>RSA Training at Blue Mountains International Hotel Management School</i>
<i>January 2015</i>	<i>Barista training at Blue Mountains International Hotel Management School</i>
<i>February 2015</i>	<i>Micros Training in the F&B Department at Blue Mountains International Hotel Management School</i>
<i>February 2015</i>	<i>Applied training as a F&B attendant in a fine-dining restaurant in Blue Mountains International Hotel Management School, Leura</i>
<i>May 2015</i>	<i>PMS Training in Opera, Front-office, Night audit and Reservations training</i>

References

*Manish Agarwal
Owner, Mad Mex Restaurant, Castle Hill
Ph- 0423552633*

Other references can be provided on request

