



# RANJIT KANUNGO

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Current Location: Kolkata, India

## Personal summary

Results-driven dedicated professional with 4+ years of experience in the Hospitality Industry. Proven track record of exceeding aggressive performance metrics within highly visible hotels. Talented at delivering exceptional guest experiences through excellent communication skills thorough preparation and an eye for the details that others overlook. I am a personable and dependable F&B Associate who is well presented and of smart appearance. I have extensively experience and a proven track record of working in a similar environment.

## Areas of Expertise

Effective planning  
Cost control  
Staff management

Leadership skills  
Minimizing waste  
Time Management

Contemporary dining  
Communication skills  
Developing budget

Duty Management  
Stock Management  
Marketing

## Work Experience

### Apollo Cruise Line, Miami JR. utility cleaner

June `2014 – July `2016

## Duties

- Handling pot washing like pots and pans, dish washing like cutlery, crockery and glass ware.
- Washing floor, walls ,cleaning & drains with three bucket system like wash, rinse and sanitize( red- soap with 110 degree warm water, grey- 110 degree warm water, white normal water with 100-200ppm (parts per million) chlorine. but final sanitize is done by 180 degree to 190 degree F hot water
- Handling garbage & chemicals, Cleaning & organizing the galley, Receiving stores.
- Helping the chefs when they need and others duties by my supervisor direction.

- Galley cleanliness & sanitation according to U.S.P.H. .
- Basic Responsibilities- Safety for all guest and crew members, U.S.P.H. United State Public Health- Stander Personal Hygiene.
- Courtesy- Towards to guest as well as Team Members, Discipline.
- Greet the guest. Give them comfort with pleasant smile. Serve water with relaxation.
- Suggest proper and best cuisine as per them choose and take order from guest and inform them about timing for prepare the order of cuisine which they choose .
- Taking care of them till they entered the restaurant and sing-off

### Moti Mahal Restaurant, Chennai, India Food & Beverage Captain

Aug `2013 – Feb `2014

## Duties

- Responsible for maintaining a high and active profile at all times in the Restaurant, and for promptly dealing with any situation that may arise
- Also in charge of getting the entire staff together & making sure they all push in the same direction
- Making of Duty Roaster Looking after Restaurant quality of service
- Banquet Handling
- Making sure the restaurant looks good and is ready for the day's trading

- Increasing sales and customer service levels
- Negotiating the best deals with suppliers for items like food and wine
- Ability to implement high standards among staff
- Making people happy and helping them to enjoy themselves
- Physically fit, having plenty of stamina and able to stand for long periods
- Administrative duties to support senior managers

Carnival Cruise, Miami, Florida  
Galley Steward  
Oct `2012 – July `2013

Indus Hospitality Institute, Chennai, India  
Assistant Galley Steward  
Nov `2011 – Aug `2012

Ritwik International Pvt. Ltd. ( CNF Of Century Cement),  
Kolkata, India  
Management Information Services operator (M.I.O.S.)  
May `2003 – Dec `2006

Tata Sky DSA, Kolkata, India  
Sales & Marketing Executive  
Dec `2006- Dec `2010

## Certifications

- Elementary First Aid
- Fire Prevention & Fire Fighting
- Personal Survival Techniques
- Crowd Management, Passenger safety & Safety Training for Personnel Providing Direct Service to Passenger in Passenger Spaces

Mercantile Marine Academy

## Educational Qualification

**Higher Secondary Examination**  
**West Bengal Council of Higher Secondary Education, India, 1998**

## Key Skills

- Always getting things done correctly and completely.
- Ability to implement high standards among staff.
- Making people happy and helping them to enjoy themselves.
- Diplomatically handling all customer complaints.
- Ensuring staff wages are in line with budgetary requirements.
- Managing brand standards.

- Resourceful, well organized, highly dependable, efficient and detail oriented.
- Physically fit, having plenty of stamina and able to stand for long periods.
- Experience of a high end, high volume restaurant environment.
- Willing to work irregular hours to cover busy periods.

## Personal Details

Marital Status: Never Married

Gender: Male

DOB: 06/02/1978

Passport No: J3284591

## Technical Skills

Operating System:  
Windows, MS-DOS, LINUX

Language: Visual Basic,  
HTML, DHTML C, C++, JAVA  
SCRIPT,WEB DESIGNING

Software Package: MS-  
Office, Access & Internet

Web Authoring Package:  
Front Page 2000 and  
D.T.P

E-Developer,  
P.C. maintenance  
D.T.P, Networking &  
CCNA, Tecnolab

## References

Available on request.