**Curriculum Vitae Of**



**M BALA SUBRAMANIAN**

H No. 21A/45,

North Street,

Anna Nagar,

Valliyur, TN. India.

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**Objective:**

To develop and sustain myself in the current scenario of related fields of my proficiency. To ensure that the company of individual who involves me gets the best of my service and return earn good knowledge and experience. Ensuring personal development and full utilization of recourses and opportunities those can be in the field of Hospitality and Retail Industry.

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| **Academics:** |
| **Qualification** | **University/College** | **Passing Year** |
| Higher Secondary School | St. PunithaAlosiyas | 1999 to 2001 |
| S.S.L.C | St. PunithaAlosiyas | 1998 to1999 |

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| **Experience Profile:** |
| **Position** | **Organization**  | **Duration** |
| Purchase Manager | The Manhattan fish market Chennai India | 1st Dec 2014 Till Date |
| Production Manager | Sams Pizza, Nungambakkam, Chennai & Ahmadabad  | 24th July 2012 Till 30th Nov |
| Setup Executive, Production | United Restaurant Ltd, Bangalore, KA | 2004 To 15th July 2012 |
| Trainee | SRM Group of Hotels, Trichy TN | 01st Sep 2003 to 01st March 2004 |

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| **Professional Courses:** |
| **Title** | **Institution** | **Year** |
|  Diploma in Hotel Management | Tamilnadu Open University  | 2001 |

**Professional Experience:**



**Worked at The Manhattan fish Market india as Supply Chain Manager (A Unit of The Manhattan fish Market Singapore)**

**The Manhattan FISH MARKET**

The Manhattan FISH MARKET draws its inspiration from the reputable Fulton Fish Market, which was once located below the iconic Brooklyn Bridge. The fish market was known to house a diverse collection of the freshest catch of the day, catering to seafood fin-actics, far and wide.Affiliating its reputation as a great place for fine seafood, The Manhattan FISH MARKET is dedicated to serving up a storm with its wide variety of American-style seafood choices, all in a fun and warm casual dining experience that is bound to excite!

**Designation: Purchase Manager / Kitchen Manager**

**Job Description:**

Purchasing managers are responsible for buying the best quality equipment, goods and services for a company or organization at the most competitive prices. They work in a wide range of sectors for many different organizations.

**Core Responsibilities Include:**

* seeking reliable [vendors](https://en.wikipedia.org/wiki/Vendor_%28supply_chain%29) or suppliers to provide quality goods at reasonable prices
* negotiating prices and contracts
* reviewing technical specifications for [raw materials](https://en.wikipedia.org/wiki/Raw_materials),
* if there is any short coming any items are not available should inform the relevant department before service commences .
* Every day should visit operation area to audit internal operations and monitor about wastage and damage.
* forecasting upcoming demand.
* Analyzing that there are any special offer, discounts, new vendors and competitors in market
* Negotiation of prices, deliveries, Credit period and method of payment terms.
* Inventory control

1.costing by first in first out average method available.

2.Multible stock location

3.Inventory management.

4.Forecost your inventory based on turnover days

5.Reduce the stock level & COGS etc.



**Worked at Sams Pizza, Nungambakkam, Chennai as a Production Manager (A unit of Sankalp Group Restaurants)**

***Sam's Pizza*** a unit of **Sankalp group of restaurants, Ahmadabad**. Sam’s pizzeria and salad bar is based on the "UNLIMITED BUFFET" concept. It gives a choice of an array of Vegetarian & Non-vegetarian pizzas, Garlic breads, 26 varieties of salads and Chocolate brownie with Ice cream. The pizzeria also offers a robust "A-LA-Carte" menu for discerning food connoisseurs. Sam’s outlets are highly popular for social gatherings like Children’s birthday party, Teenager’s party and Kitty parties. The motto of Sam’s Pizza is to deliver the best at the most affordable rates and it faithfully adheres to its promise.

**Designation:**Chef (Production Manager)

**Job Description:**

Must possess technical cooking and food preparation, Quality Maintenance and supervising Staff, Identifying the needs and training the staff.

**Core Responsibilities Include:**

Determines where product has met requirements and quality is to company and customer standards

Food processing techniques and standards

Monitoring calculations and application methods

Recordkeeping requirements for Daily & Monthly Inventory’s, Purchases, P&L Reports and Staff Records.

Maintaining a track of Staff Appraisal’s, Warning letters and disciplinary actions.

Communicating quality issues, new product ideas with Operations Head and assists in the selection of products from suppliers or Venders.

Food Coasting through MS-Excel



**Worked inUS Pizza, Ahmedabad& Bangalore as a Setup Executive Production.(A unit of United Restaurants Pvt. Ltd)**

U.S Pizza is owned by United Restaurants Limited, A company incorporated in India with a mandate to create a Pizza Brand. The company has pioneered the freshly baked pizza and home delivery in India.

In 1994 the founder and chairman of U S Pizza brought the brand to Bangalore at Manipal center. In 1998 & started expanding by franchising which took 34 cities and 12 states

In 2008 took a quantum leap by tuning infrastructure to Franchising by starting a call center, Training academy to service 90 odd stores

2013 spared 150 Outlets all over the country and ready to provide services in any part of the world instead of any part of India

**Designation:**Setup Executive, Production ( F & B)

**Job Description:**

Setting up of new restaurants, training to the staff and managerial level and handover the restaurant once fully set to the franchisee.

**Achievements**: Successfully Setup 40 RestaurantsKitchen Allover India

(Gujarat, Rajasthan , Up ,Delhi,Andhra Pradesh , Kerala , Assam ,Maharashtra )

**Core Responsibilities Include:**

Planning and organizing production schedules

Assessing project and resources requirements

Estimating, negotiating and agreeing budgets and timescales with clients and managers

Determining quality control standards

Overseeing production processes

Re-negotiating timescales or schedules as necessary

Selecting, ordering and purchasing materials

Organizing the repair and routine maintenance of production equipment

liaison with buyers, marketing and sales staff

Supervising the work of junior staff.



**Worked in Hotel Royal Southern Hotel (A chain of SRM group of Hotels, India)**

**Designation:**Trainee

**Job Description:**

06 Months Management Training in various departments of Hotel.

**Core Responsibilities Include:**

**Front Office**

Registration of guests and assigning rooms

Maintain an inventory of reservation, vacancies and room assignments

Answer enquiries regarding hotel services, provide assistance and respond to guests' complaints

**Food & Beverage**

Greeting customers, escorting them to seats, taking food and drink orders, and serving food and beverages

Answer questions regarding the hotel services, explaining menu items and specials, and offering personal attentive treatment.

Co-coordinating with team workers to plan events, parties etc.

**Housekeeping**

Responsible for maintaining the hygiene and appearance of the hotel

Servicing and maintaining the guest rooms and replenishing stock as and when needed.

Providing service items to guest rooms upon requests from the guests

**Food Production**

Preparation of simple food items like vegetable preparation, salads, cold starters etc.

Work according to established health and safety guidelines. Kept the kitchen area clean and hygienic.

Keep a check on stock and order for replenishments as and when necessary.

**Sales**

Selling room rights to individuals, corporate.

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| **Key Skills:** |

Maintaining the very high standards of work throughout the work time

I m a sort of person who willingly accepts difficult targets and always try to achieve that target.

I would like to give respect the confidentiality of the things which people tells me

Motivates others to reach team goal and strong communication

I like to pick up new approaches to the work and absorb the knowledge readily

Talk openly and honestly with the people when negotiates with them

Friendly, confidently, polite, helpful manner, with general public

Works in organized manner, manages workload efficiently so that required task are done at the time and with accuracy

Has the capacity of work alone using own initiatives, or demonstrate a high level of the team contribution

Experienced in following precise procedure and instruction in an exacting environment Familiar with excel, access word, email and internet and other applications & software’s.

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| **Personal Profile:** |

Father’s Name : M.Murugan

Nationality : Indian

Marital Status :Married

Gender : Male

D.O.B :20th Nov 1983

Religion : Hindu

Languages Known : Tamil, Hindi, Malayalam, Guajarati& English

Computer Skills : MS Office Applications & Billing software

Preferred location : Anywhere

Passport Details : M4025329

Place of issue : India/Madurai

Present Salary : 35 INR

expected Salary : 60 INR +

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| **Target Job Title** | Purchase manager,Supply chain Manager,Opertationmanager,chef |
| **Desired Job Type** | Permanent Employee |
| **Desired Status** | Full Time |
| **Date of Availability** | 30 Days’ Notice Period |

In view of the above, I request you to give an opportunity to serve your Esteemed Organization in the capacity mentioned above for which act of kindness. I shall be very thankful to you.

I confirm that all the mentioned details are true to the best of my knowledge.

(M.Bala Subramanian)