

CURRICULAM VITAE

MR. VIJAY BHAGURAM PAWAR

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OBJECTIVE:

To obtain a challenging position that will be leading to the path of professional and organizational growth and will allow me to expand beyond my education and continue which in turn will help to accumulate knowledge and experience.

STRENGTHS:

Self Motivated

Creative

Dedicated and Hard Working

Ability to Manage multiple Tasks in pressured environment

PERSONAL INFORMATION:

Date of Birth : 1st June,1966

Marital Status : Married

Interests : Reading, Music, Watching Movies, Sport



Languages Known : English, Hindi, Marathi, Gujarati, Fluent in French, Spanish, Italian and Learning German, Arabic, Chinese

Nationality : Indian

EDUCATIONAL QUALIFICATION:

B.Com (Commerce)

ADDITIONAL QUALIFICATION:

Computer Basic

WORKING EXPERIENCE:

Captain - Gaylord (Fine Dining) Restaurant - Mumbai

18th August 1986 - 18th August 1987

DUTIES & RESPOSIBILITIES :-

- To ensure diners are receiving high-quality Service.
- The day to day duties range from training all levels of services.
- Overseeing the proper order and flow of dishes.
- Informing staff about specials and food that is sold out.
- Keeping the dining areas clean and organized.
- Always greet and welcome guests promptly in a warm and friendly manner.



Captain - Palkhi (Fine Dining) Restaurant – Mumbai

18th May 1992 - 9th March 1993

DUTIES & RESPOSIBLITIES :-

- Responsible for operating F & B out let's assigned.
- Maintains and ensuring F & B service operations are running smoothly.
- Organizing duty roster of service staff.
- Cost control, inventory, training maintaining SOP for quality.

Senior Captain - Golden Gate (Multi Cuisine) Restaurant - Mumbai

04th July1994 - 16th March 2002

DUTIES & RESPOSIBLITIES :-

- Incharge of the Food & Beverage section responsible to promote and ensure guest satisfaction.
- Responsible for seeing all the duties necessary for the preparation for service are efficiently carried out.
- Maintain a safe and sanitary work environment and ensure only the highest quality product are being served.
- Establishes rapport with the guests to build guest loyalty and gather constructive feedback to ensure satisfaction of every individual guest.
- Handle daily team member relations and encourage problem solving by team members through proper training and empowerment.
- Help the duty totes and holiday list will to relive the Restaurant Manager or Reception head waiter on their Off Day.



Asst. Manager - Cloud 9 (Multi Cuisine) Restaurant - Unit of Hotel Godwin - Mumbai

18th Sept 2002- 16th Sept 2003

DUTIES & RESPOSIBLITIES :-

- Supervise efficient working of departments and Assigned shifts, administer pre-meal meeting and rectify all service of staff.
- Administer training program and prepared schedule and handle inventory effectively.
- Monitor and manage guest complaints, ensure satisfaction and administer efficient, follow up for same to receive feedback.
- Perform regular inspection of Food and Beverage preparation and presentation, and maintain inventory to enhance sale.
- Maintain and ensure compliance to establish food quality and standard.
- Manage workload and ensure effective working of Restaurant activities and maintain excellent standards to meet operational expectations.
- Train and instruct employees to ensure smooth transition in company. Assist and provide training to staff members and offer incentives when necessary
- Coordinate with General Manager for every day operation and maintain financial and administrative record.
- Assist employee team to provide excellent customer service.
- Maintain proper sanitation hygiene standards in kitchen and maintain effective store presentation.

Retail Store Manager - Rasulbhai Adamji (Mumbai) (Highly reputed & high end exclusive Genuine Leather Accessories Boutique / Export House)

18th October 2003 - 09th September 2006

DUTIES & RESPOSIBLITIES :-

- Responsible for managing the overall functioning of the store.



- Take care of the day to day operations of the store and ensure maximum profitability of the store.
- Recruiting employees for the store hire the right candidates for the store and to train them further overall development.
- To motivate team members from time to time to make sure the store is meeting the targets and earning profits.
- Responsible for, smooth and effective functioning of the store, maintaining the overall Image of the store.
- To sensibly display the merchandise so that it immediately catches the attention of the customers.
- Must ensure the store meets the expectations of the customers and lives up it's predefined brand image.
- The major responsibilities are to make the customers feel safe and comfortable in the store. Key responsibility to make sure that the customer leaves the store with a pleasant smile.
- Responsibility of security and softy of the store, Make sure to have sufficient inventory is available at the store to avoid being "Out of Stock".
- Responsible for planning along with subordinates, manage profit and lost, handling cash at the store, as well as collating daily sales and other necessary report.
- Ensure that the store is free from pilferage.

Senior Sales Executive - Cottage Industries Exposition Limited (Multi National Company) – Mumbai (Mainly caters to International Clients with worldwide branches)

1st December 2006 - 16th March 2020

DUTIES & RESPOSIBILITIES :-

- Builds business by identifying and selling prospects, maintaining relationship with clients.



- Enhances staff accomplishments and competence by planning delivery of solutions, answering technical and procedural questions for less experienced team members.
- Identifies business opportunities by identifying prospects and evaluating and analyzing sales option.
- Sales products by establishing contacts and developing relationships with prospects, recommending solutions.
- Maintains relationship with clients by providing support, information, and guidance, researching and recommending new opportunities, recommending profit and service improvement.
- Identifies product improvements or new products by remaining current on industry trend, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintain quality service by establishing and enforcing organization standard.
- Maintain professional and technical knowledge by attending educational workshops reviewing professional publications, establishing personal network, benchmarking, state of the art, practices, participating in professional societies. Contributes to team efforts by accomplishing related results as needed.

Senior Sales Executive – Aditya Creations & Developers – Navi Mumbai

20th February, 2021 – 13th August, 2021

DUTIES & RESPOSIBILITIES :-

- Hire and train sales representatives.
- Manage a team of sales representatives.
- Build and manages the sales pipeline.
- Create monthly sales forecast.
- Develop strategies to reach sales goal.
- Present monthly sales report to management.



- Contact potential clients and make sales pitches.
- Develop relationship with top clients.
- Meet or exceeds sales quotas.

Assistant Manager (Portfolio Management) – Investors Clinic Infratech Pvt. Ltd.

22nd September, 2021 – 10th February, 2022

DUTIES & RESPOSIBILITIES :-

- Negotiating with sellers to purchase real estate properties at prices that meet the requirements of the investor’s portfolio.
- Reviewing proposals from brokers on behalf of clients to determine whether or not to pursue a specific opportunity.
- Managing all aspects of a property transaction from start to finish, including inspecting properties and appraising their value for purchase or sale purposes.
- Performing research on local real estate markets to identify investment opportunities.
- Consulting with the clients on investment strategies, including which type of real estate investments will meet their needs.
- Managing a team of Real Estate agents, appraises and other support staff to help them to manage their portfolios.

Sales Manager – White Wolf Realities

18th March, 2022

DUTIES & RESPOSIBILITIES :-

- Responsible for hiring and training real estate agents to grow their business and motivating them to close the sale.
- Entails overseeing and improving training systems and methods as well as training and maintaining the teams culture and vision.
- Conducts training that teach agents how to get customers, discuss transactions,

and secure financing and complete formalities for sale.

- Work as human resource representative to conduct interviews, employ new staff, and move or send seasoned staff home.
- Also get employee payroll budget and inventory reports really, as well as plan to develop New leads and increases sales for the company.
- To carry out services to spot out the price of competing properties on the housing market and keeps an eye on the property market to identify individuals with interest in property to talk them into securing a brokering contract.
- Also to stay current on MAHA-RERA rule charges and technology as well as know state law and MAHA-RERA regulations to train and monitor agents.
- To use CRM systems to provide intermittent reports to company management on sales operations and generated returns.
- To run the groundwork and approval of consumers such as purchase agreement and lease contracts.
- Work as a real estate sales manager, some of the requirements that employer / recruiters would want to bring include excellent communication and good time management skills, self-motivation and problem solving mind set coaching and salesmanship, term management, business in sight and good analytical skill as well as proven organizational and planning ability.



REFERENCES:

Chef . Sanjeev Kapoor

Khana Khazana India Private Limited (Mumbai)

Rajeev Kayla

Hotel Leela (Mumbai) VicePresident

Dilip K. De

RST India Private Limited (Mumbai)

Managing Director & Chairman

Ajit Singh

ACG Worldwide (Mumbai) Chairman

Hafeez Contractor

Architect Hafeez Contractor (Mumbai)

Honey Katiyal

Investors Clinic Infratech Pvt. Ltd. (Noida – UP)

(Founder and CEO)

