

Bashu Rajbanshi

Office boy

Doha

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+974 3391 4408

Seeking a position equivalent to Teaboy / Helper / Waiter category in a professional environment that will be enable me to work with dedication in order to grow with organization.

Willing to relocate: Anywhere

Work Experience

Office boy

Mobhira Cunsutancy/Al Umma trading & contracting-Doha

February 2023 to Present

- Clean the office at the start of the day.
- Welcoming visitors
- Preparing Coffee & Tea for Staff & Visitors.
- Organize and control kitchen and office material storage, keeping track of material consumption
- Answers the telephone if necessary.
- Monitoring the use of equipment and supplies within the office.
- Distribute/deliver mails, correspondences, documents, and others to the person's concern.
- Assisting office staff as requested.

Waiter

Royal Tandoor-Doha Qatar

May 2020 to Present

- Greet and escort customers to their tables
- Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
- Prepare tables by setting up linens, silverware and glasses
- Inform customers about the day's specials
- Offer menu recommendations upon request
- Up-sell additional products when appropriate
- Take accurate food and drinks orders, using a POS ordering software, order slips or by memorization
- Communicate order details to the Kitchen Staff
- Serve food and drink orders
- Check dishes and kitchenware for cleanliness and presentation and report any problems
- Arrange table settings and maintain a tidy dining area
- Deliver checks and collect bill payments
- Carry dirty plates, glasses and silverware to kitchen for cleaning
- Meet with restaurant staff to review daily specials, changes on the menu and service specifications for reservations (e.g. parties)
- Follow all relevant health department regulations
- Provide excellent customer service to guests

Indoor salesman

International Facility Management-Doha

January 2019 to Present

- Clean the office at the start of the day.
- Welcoming visitors
- Preparing Coffee & Tea for Staff & Visitors.
- Organize and control kitchen and office material storage, keeping track of material consumption
- Answers the telephone if necessary.
- Monitoring the use of equipment and supplies within the office.
- Distribute/deliver mails, correspondences, documents, and others to the person's concern.
- Assisting office staff as requested.

Education

High school or equivalent in Economics

Shree Pathariya Higher Secondary School-Doha

April 2016 to Present

Skills

- Basic Computer Knowledge. Typing, MS office
- Ability to work with different nationality people
- Team player energetic, innovative, cooperative
- Ability to work under pressure
- Able to work on own initiative, without supervision
- Good communication skills, friendly, stable
- Able to work under pressure and ability to accommodate sudden changes
- Flexible with Day /night shift
- Handling Multiple Customers at the same time Declaration I hereby declare that the above furnished information is true and correct to best of my knowledge. Name: Bhasu Rajbhansi