

Mrinal Kanti Chakraborty

Address: Hotel Nandan, G.S.Road, Guwahati, Assam, India
Passport N0: J 1797190, Date: 12/09/2011 to 11/09/2021, Guwahati. Indian
Nationality: INDIAN
Date of birth: 23 November 1956



☎ +91 97060 81851

e-mail: mrinalkanti555@live.in

Skype Id: mrinalkanti55

VICE PRESIDENT-OPERATIONS

Profile

Outgoing, enthusiastic and professional individual with a positive attitude and a strong work ethic.

Over 30 years active administrative positions in 3 star hotels, including solid knowledge of various accounting requirements and food & Beverage and reporting procedures.

Strong public relations and organizational skills; interacted constantly with Hotel Guest.

Languages

ENGLISH: FLUENT

HINDI: FLUENT

ASSAMESE: GOOD

BENGALI: BASIC

NEPALI: BASIC

Education

Kendriya Vidhyalaya Air Force Station
Barrackpore, Kolkata.

1976

Bachelor of Commerce

CALCUTTA.

1978

Diploma: Hotel & Catering Management

1982-1984

BIET (India) Ltd,

Bombay.

Public Relations Cert.

2007-2008

ASSAM

Professional Experience:

At Present:

1. Appointed as a Vice President, Operations by Hotel Nandan-unit of Shyam Udyog Pvt.Ltd. the First Classified Three Star Hotel of North East India. From 1st February 2012.Till Todate...

2. Served as a General Manager /Consultant at HOTEL HIGHWAY Tinsukia, Assam, from 1st.December 2008.to 31st.December 2011.

The entire Hotel is under renovation and at present operating 20 Rooms, Multi-Cuisine Restaurant, and 6000Sq.Ft.Banquet Hall and Bar.

The property enjoys lawn of approx.80000 Sq.Ft. It is a prime property with additional 20 rooms under construction.

Previous:

2. Assigned at Blair International School, Port Blair as Estate Manager-Campus & Infrastructure from the month of 1st.July, 2007.Total Area 21 acre.

Expertise to take charge of the entire gamut of administration pertaining to the fleet operation, security measures, up-keep and maintenance of the institute campus including proper hygiene and sanitation and measures to keep the area clean, Procurement, Store & Purchase, Catering, Personnel relation, Maintaining appropriate liaison with civil authority, police, parents/guardian of the students etc.

3. Assigned as Resident Manager in a ADAMAS KOLKATA, INDIA -Reputed Educational Institute,

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B. Appointments in Hotels enumerated below:

1. Served Hotel Highway as the General Manager from 2008 to 2012 at Tinsukia Assam.
2. SERVED VISHWARATNA HOTEL GUWAHATI (Three Star) AS THE GENERAL MANAGER, 2003- 2004 from the inception, and commissioned the first modern international standard centralized kitchen and multi-cuisine F & B outlets and convention centers.
3. Consultant to chain of Restaurants and Hotels at Guwahati. , Assam
Hotel Mahalaxmi-ISO Certified.
4. Served as the General Manager, HOTEL NANDAN.GUWAHATI, Three Stars Hotel, from 11th. JUNE 1990 to 22nd. JUNE 2003.

LYTTON HOTEL (THREE STAR)

14, SUDDAR STREET,
CALCUTTA, INDIA

Food & Beverage Manager
1987 to 1990

SINCLAIRS HOTEL (THREE STAR) SILIGURI, WEST BENGAL

Assistant Food & Beverage Manager
1986 to 1987

Hotel Polynia,
Robertson Road,
Darjeeling, West Bengal.
Central Hotel, Robertson Road, Two Star
Darjeeling, West Bengal.
Hotel Valentino, Rockville Road,
Darjeeling, West Bengal

Assistant Manager,
FROM APRIL 1979 TO MAY 1981

The Manager-1981 to 1985

PROJECT MANAGER
. 1985 to 1986

VINEET AND ABHINANDAN
RESTAURANTS
Calcutta.

1977-1978 As Steward.

OPERATIONAL RESPONSIBILITIES ARE ENUMERATED BELOW:

1. Responsible for meeting revenue targets of the hotel. Places high importance on achieving performance targets for their business. Entrepreneurial, continually spots opportunities to increase revenue or reduce costs in the context of a changing business environment. Understands that financial success is underpinned by a balanced approach to the business through focus on quality, people and customers. Establishes a clear long-term vision through an understanding of the local market place/business plan and in the context of company wide objectives. Keeps up to date with global trends and developments in business, the economy and technology.
2. Contribute immensely to the F & B function by providing guidance to the Executive Chef.
3. Manage day-to-day operations and assignments of the hotel.
4. Plan and organize work, communicate goals, and schedule/assign work.
5. Comply with and advise staff of formal policies and procedures, identify options and resolve issues.
6. Ensure that product quality standards are met in all areas of the hotel as it relates to the appearance, levels of maintenance and cleanliness; establish and maintain preventative maintenance programs to protect the physical assets of the hotel. Achieve productivity and quality goals.

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7. Establish performance goals for employees and provide regular feedback.
8. Develop a succession plan to ensure adequate future bench strength.
9. Ensure all staff is properly trained and have the tools and equipment needed to effectively carry out their job functions.
10. Ensure a safe and secure environment for guests, employees, and hotel assets. Achieve established Workers Compensation and safety compliance goals.

Client Servicing:-

- Ensuring customer satisfaction by achieving delivery of service quality norms by interacting with clients, handling guest's requests & resolving complaints.
- Executing policies & procedures in the service to achieve greater customer delight.

Team Management:-

- Safeguarding all employees by implementing training to increase their knowledge about safety, sanitation and accident prevention principles.
- Handling schedules and coordinating the work of chef's, cooks and other employees to ensure that food preparation is economical and technically correct.

EXPERIENCED IN MEXICAN, ITALIAN AND THAI CUISINE. WIDE KNOWLEDGE IN MULTI-CUISINE PRODUCTION & MENU PLANNING.

Work & Achievements

Career Highlights:

1. FACILITIES & CATERING PROVIDED TO FIVE ONE DAY INTERNATIONAL CRICKET TOURNAMENTS AT

NEHARU STADIUM, GUWAHATI, ASSAM

Dressing Room arrangement and Food preparation menu planning and catering services provided to ONE-DAY INTERNATIONAL CRICKET MATCHES BETWEEN FOLLOWING TEAMS AT GUWAHATI, ASSAM.

- I. SOUTH AFRICA VS SRILANKA on 19th Nov. 1993
- II. WEST INDIES VS NEWZEALAND on 1st Nov. 1994
- III. SOUTH AFRICA VS AUSTRALIA on 1st Nov. 1996.
- IV. INDIA VS SRI LANKA on 22nd Dec 1997
- V. INDIA VS NEW ZEALAND on 14th NOV. 1999.

2. Food & Accommodations provided with out standing performance to PORT AUTHORITY FOOTBALL CLUB OF Thailand's Vs EAST BENGAL CLUB for BORDOLOI CUP,

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3. Served Indian and International premiers dignitaries, Film & Television personality's celebrities...

CELEBRITY MEALS

Designed food menus for Three star Hotels-Like Hotel Nandan, Guwahati, Hotel Vishwaratna, Guwahati, Hotel Highway Tinsukia,

- Exclusively cooked and catered for all the fashion weeks in Guwahati.
- Designed special menus and cooked for lots of luxury brand launches at Guwahati (cloths, cars, jewelery, watches, perfumes)
- Exclusively cooked and catered for Gillette Product Launched at Guwahati .
- Exclusively composed Lunch menu for American Ambassadors Mr. Richard Chelsea, Mr. Robert Blackwell.

* Visiting industry instructor & External Examiner to IHM Guwahati. Assam

*. Guest of honour in Government of India Tourisms Seminars at Guwahati.

* Judged Nestle India Ltd, Chef Contest at Guwahati.

* Invited on many occasions as judges for Cooking Contest by Ladies Clubs, Schools, Lions International and IHM- Guwahati.

* Served Dinner in Honour of General Sankar Roy Chowdhury, Chief of Indian Army at the Governor House, Assam

* Organized welcome dinner for Indo-Myanmar Car Rally at 57, Mountain Brigade, ABOD, and Narrangi, Assam. In presence of Lt.General. Jamual- GOC, Eastern Command.

* Participated "WORKSHOP ON FOOD SAFETY & STANDARDS ACT "Organized by Hotel & Restaurant Association of Assam in Association with FHRAI and HRAE on 26th. April, 2012, Guwahati, Assam

* Article published in TravelX Hospitality Magazine-May 2012 "The Importance of Specialised Rooms for Business Executives"

* Hotel Guest Room Designer

* Specialised Cuisine Designer & Creator

* Member chef

Participated

1. GEMEx 2012

Guwahati

Emergency Management Exercise

Chemical and Industrial Preparedness

Training of Trainers

Under

Assam State Disaster Management Authority

National Disaster Management Authority

District Disaster Management Authority Kamrup Metro

2. FSSAI one day Training program FHRAI, AHRAA, HRAEI.

Reference: Dulal Mukharjee & Associates
28 B Shakespeare Saroni

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Kolkata-700071, INDIA

Mrinal Kanti Chakraborty, Vice President Operations
Hotel Nandan Guwahati, Assam,INDIA.



VICE PRESIDENT-OPRATIONS