

JAGRAJ SINGH

FRONT END MANAGER/OFFICE MANAGER

Village Dhandhian Dist- Ferozepur, Punjab 142047 | 9464922206 | jogirajwd@gmail.com

CAREER SUMMARY:

I am a hard-working and energetic person. I can always learn more to make myself better suitable for the job. Highly skilled in communication, collaboration, and managing the given tasks

WORK EXPERIENCE:

Front End Restaurant Manager, in Mohali, Delhi and Noida 2019-2023, 4 Years

- Maintained high service standards and resolved issues promptly.
- Optimized schedules, control labor costs, and managed inventory.
- Coordinated effectively with back-of-house staff
- Ensured cleanliness, organization, and uphold health standards.

Front End Restaurant Manager, in Bengaluru, Delhi and Noida 2015-2019, 4 Years

- Maintained high service standards and resolved issues promptly.
- Optimized schedules, control labor costs, and managed inventory.
- Coordinated effectively with back-of-house staff
- Ensured cleanliness, organization, and uphold health standards.

EDUCATION:

2014

12th from Punjab Secondary Education Board with 56% marks

2012

10th from Punjab Secondary Education Board with 61% marks

SKILLS:

- Leadership
- Communication
- Customer Service
- Organization skills
- Technology Proficiency
- Conflict Resolution:

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

Jagraj Singh