

Mr. Sachin Rai

Barahakshetra-07, Sunsari- Nepal

Contact No: +977-9813554644

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Professional Summary: Greatly talented Waiter with a vast background of 3+ plus years in casual fine dining, wine presentations, making and serving drinks to guests, directly or through wait-staff. Motivated individual with a passion for providing exceptional customer service. Skilled multi-tasker capable of juggling many competing priorities with minimal direction. To obtain a job that will lead me in a new direction. Preferably that will use my years of experience and education while teaching me new skills, furthering my career options.

Personal Details

Date of Birth: 31 May 1997
Age: 27 years
Guardian's Name: Govardhan Rai
Nationality: Nepalese
Gender: Male
Marital Status: Single
Height: 5.6"
Weight: 60 kg
Religion: Hindu
Language: English, Nepali, Hindi

Passport Details

Passport No: PA0362234
Date of Issue: 20 May 2022
Date of Expiry: 19 May 2032
Place of Issue: Mofa, Department of Passports

Education Qualification

- Higher Secondary School Education 2016 A.D.
Tri-Padma Vidyashram H S School
Lalitpur-Nepal

Core Qualifications

- Strong customer service skills, including assessing customer needs, adhering to quality standards, evaluating customer satisfaction, and making the proper adjustments or corrections.
- Excellent active listening skills and ability to give my complete attention to patrons during busy times.
- Demonstrated service orientation; always looking for opportunities to serve patrons and assist other employees.
- Strong computerized cash register operation abilities

- Demonstrated service orientation; always looking for opportunities to serve patrons and assist other employees.
- Patient and compassionate when serving patrons, making them feel at home at the establishment in which they are eating.
- Solid background in organizing other wait staff and hosts, coordinating my responsibilities to ensure a smooth flow of service.

Professional Experience

- Worked as a **“Waiter”** at **Hotel Summit** from **02nd Jan 2020 to 05th Nov 2024** in **Lalitpur-Nepal**.

Duties & Responsibilities

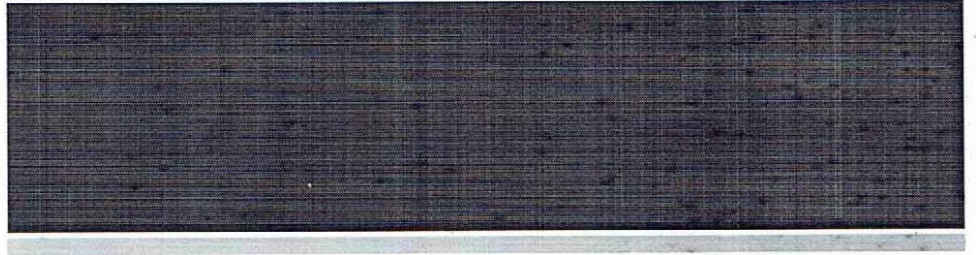
- Provide the perfect service experience for restaurant patrons
- Ensure the guest feels important and welcome in the restaurant
- Ensure hot food is hot and cold food is cold
- Adhere to timing standards for products and services
- Look for ways to consolidate service and increase table turns
- Present menu, answer questions, and make menu recommendations
- Serve customers in an accommodating manner
- Must know all food liquor, beer, wine, and retail offered
- Apply positive suggestive sales approach to guide guests
- Regularly checked on guests to ensure satisfaction with each food course and beverages.
- Managed closing duties, including restocking items and reconciliation of the cash drawer.
- Effectively communicated with kitchen staff regarding customer allergies, dietary needs, and other special requests.
- Answered questions about menu selections and made recommendations when requested.
- Appropriately suggested additional items to customers to increase restaurant sales.
- Assisted guests with making menu choices in an informative and helpful fashion.
- Assess customers’ needs and preferences
- Make recommendations for food and drinks
- Offer daily specials

Declaration

I hereby declare that the above mentioned statement are true and correct to the best of my knowledge. If I am select I will discharge my duty for the progress of the company.



Summit Hotel
LALITPUR, NEPAL, KUPANDOL



Date: 05th Nov 2024

To Whom It May Concern

This is a company statement to acknowledge that **Mr.Sachin Rai**, son of **Mr.Govardhan Rai** permanent resident of **Barahakshetra-07, Sunsari** district had worked with us as a "**Waiter**" from **02nd Jan 2020 to 05th Nov 2024**

His work was found to be satisfactory and we found nothing wrong against his moral character. He left us due to account of his own free will.

May he achieve success in his future career.


Summit Hotel
.....
Tashi Lama
Assistant General Manager





HIGHER SECONDARY EDUCATION BOARD

(Estd. Under the Higher Secondary Education Act, 1989)

Academic Transcript

A1717758

Name of the Student : SACHIN RAI

School :

Date of Birth : 2054/02/18 TRI-PADMA VIDYASHRAM H S SCHOOL, PULCHOWK, LALITPUR

Subjects	Full Marks	Pass Marks	Marks Secured	Remarks
Grade XI				
C O R E	English	100	35	65
	Nepali	100	35	43
E L E C T I V E S	ACCOUNTANCY	100	35	35
	ECONOMICS	100	35	49
	BUSINESS STUDIES	100	35	50
	Total	500		242
Grade XII				
C O R E	English	100	35	52
	Nepali	100	35	
E L E C T I V E S	ACCOUNTANCY	100	35	36
	ECONOMICS	100	35	35
	BUSINESS STUDIES	100	35	38
	BUSINESS MATHEMATICS	100	35	37
Total	500		198	
Grand Total	1000		440	

Grade XI	
Year	Symbol Number
2072	12507122

Grade XII	
Year	Symbol Number
2073	22506546

Percentage of aggregate marks secured in Grade XI and XII : 44.00
Division : Pass

Year of Completion : 2073 (2016)

Checked by

Verified by
(Deputy Controller)

Controller of Examinations

Grading System :

75% and above - Distinction
60% and above - First division
45% and above - Second division
35% and above - Pass division

To pass the examination candidates must secure 35% marks in theory and 40% marks in practical papers, separately.

Note : * means a student has passed in the second attempt.
** means a student has passed in more than two attempts.