



JAYANT SHIKHRE

PROFESSIONAL HOTELIER & BUSINESS ADMINISTRATOR (Multiple Business Verticals)

Contact No. +91-9869796803, 7972078276,
Email:-jayantshikhre@gmail.com | Skype Id: jayantshikhre@gmail.com
Linked In: <https://www.linkedin.com/in/j-a-y-a-n-t-s-h-i-k-h-r-e-38632916>

SYNOPSIS: - I will through a 'Collaborative' Leadership style engage the Organizations Guest's/Customers, Workforce & Stakeholders in order for the Organization to achieve its Strategic Goals through systems & processes that will include a Defined Organizational Vision based on an understanding of Guest's/Customer & Stakeholder requirements, Strategic Goals, Action Plans & Performance Monitoring Systems; Deployed Core Competencies; & an Engaged & enabled Workforce with more than 24 years of relevant experience and expertise in HOSPITALITY. CORPORATE BUSINESS, OPERATIONS, MANAGEMENT, ADMINISTRATIVE PROCESS, POLICIES, FACILITIES-SERVICES, PROJECTS ADMINISTRATION, EXECUTIONS & GENERAL MANAGEMENT

KEY SKILLS:-

HOSPITALITY MANAGEMENT & OPERATIONS

- ❖ Multi-Hotel Operations & Administration
- ❖ Start-up to Pre-Opening & Opening Administration
- ❖ Purchasing to Set-up Arrangements
- ❖ Project Execution to Finishing Level
- ❖ Site Administration & Procurement
- ❖ Staff selection, Appointments & Staff Accommodation
- ❖ Security & safety arrangements with SOP's
- ❖ Budgeting & Cost control & Revenue Implementations
- ❖ Vendor selection & Management
- ❖ Front Office Management & Services
- ❖ F&B Services & Management
- ❖ Mice & Conventions Services & Management
- ❖ Housekeeping Services & Management
- ❖ Kitchen/Store/Purchase Management
- ❖ Hygiene & Sanitation Guidelines & implementations
- ❖ VIP/Celebrity Guest Handling & Services
- ❖ Miscellaneous Services & Arrangements
- ❖ Government & Local Authorities Liaisons
- ❖ Public & Guest Relationship Management & Services
- ❖ IT Facilities & Maintenance

SALES & MARKETING MANAGEMENT & CONTROLS

- ❖ Multiple sales Office & Venues Management
- ❖ City/Region Operations & revenues
- ❖ Market Segmentation, SOWT Analyses,
- ❖ Market Penetration & Revenue Sales Module
- ❖ F&B, Restaurant, Banquet & Mice Sales Module
- ❖ Venue Sales Space Sales Module
- ❖ Corporate sales strategy & Membership Plans
- ❖ Revenue Generation Cycle & Actualization
- ❖ Brand Creation, Branding, Advertisement Module
- ❖ Concept/Package designing & Implementation
- ❖ Sales & Marketing development Plans & Strategies
- ❖ Food Festivals for revenue's & Promotions
- ❖ Promotional offers & Activities for Revenue Enhancement
- ❖ Staff welfare & Team Management
- ❖ Revenue Management & Revenue Forecasting
- ❖ Corporate Relationship Management
- ❖ Digital Marketing Strategies & Planning & Reviews
- ❖ Sponsorship & Barter Arrangements
- ❖ Monthly P&L Reports & Reviews
- ❖ Venue Management & Guest Services
- ❖ Sales Budgeting & Budget Allocations
- ❖ Events/Festival Planning, implementations & Management

ADMINISTRATION & FACILITIES MANAGEMENT

- ❖ General Administration & Facilities Management
- ❖ Office Administration | Office Management
- ❖ Office Building & equipment's Maintenance & Services
- ❖ Recruitment- Sourcing & Payroll
- ❖ Guest House Management & Arrangements
- ❖ VIP/Celebrity Guest Handling & Services
- ❖ Pest Control & Horticulture Services & Agreements
- ❖ Food & Canteen Management
- ❖ Transport & Vehicle Management
- ❖ Security & Safety Services & Management
- ❖ Vendor Management – Sourcing-Screening
- ❖ Registration-Agreements-Negotiations-
- ❖ Fleet Administration-Billing & Payments.
- ❖ Fire – Fighting teams and emergency preparedness.
- ❖ Handling CCTV Control Room, Access Control Systems,
- ❖ Fire Hydrant Systems, Metal Detectors, Alcohol Detectors.
- ❖ Travelling & Accommodation Arrangements
- ❖ Budgeting, Cost control & Implementations
- ❖ Miscellaneous Services & Arrangements
- ❖ AMC & Third party Services & Contracts
- ❖ Lease and Rental -Management & timely
- ❖ recommencement of Agreements/Renewals/
- ❖ AMC's/Contracts,
- ❖ Building/Property- Management
- ❖ Assets & Inventory Management etc.
- ❖ Medical & First-Aid co-ordination & Arrangements
- ❖ Front Desk Management / Dak Management
- ❖ Procurement , sourcing & Contracts

HUMAN RESOURCES MANAGEMENT & CONTROLS

- ❖ Recruitment Planning-Selection Procedures-SOP for
- ❖ Hiring-SOP's-Training Procedures & scheduling,
- ❖ Employee Induction & Orientation
- ❖ Evaluation-Promotions & Layoff Procedures
- ❖ Employee Remuneration & Benefits,
- ❖ Medical/Health Policies & Administration
- ❖ Allowances & Travel Arrangements
- ❖ Reimbursements & Claim Procedure
- ❖ Employee Performance Monitoring & Management
- ❖ ESIC, Gratuity & Provident Fund Policies
- ❖ Code of Conduct at Work Place
- ❖ Women Safety & POSH Management
- ❖ Anti-bribery Procedures & Policies
- ❖ Employee Welfare & Celebration Policies

An effective leader with excellent interpersonal communication and organizational skills with proven abilities in managing day to day work procedures as per company guideline

Professional Qualification:

Master in Business Administration (MBA)

Institution/University : Barkatulla University Bhopal
Years : 1993-1996 (Marketing & HR)

Bachelor of Commerce (B.Com)

Institution/University : Barkatulla University Bhopal
Years : 1989-1993

Hospitality Management (HM)

Institution/University : Indian Institute of Hotel Management- Aurangabad
Years : 1991-1993 (Hotel Management)

Anti-Bribery & Corruption and Anti Money Laundering & Prevention of Sexual Harassment Training Certification

OYO Centre of Excellence- Online Certification
Completed : 29th February-2020

EMPLOYER:

OYO Hotels & Homes Pvt. Ltd. (Weddingz.in)

Location: Chandigarh, Punjab, Haryana

WSOB - CITY OPERATIONS MANAGER-North-East Region

Since: 7th October, 2018 to 22nd February, 2021

Responsibilities

- ❖ Effectively managing the daily operations of all venues in north-east region.
- ❖ Making sure that guests have a good first and last impression at all venues.
- ❖ Setting sales targets for staff and monitoring them to ensure that they are met.
- ❖ Recruiting staff, training them up and then monitoring their performance.
- ❖ Responsible for P&L, Capex & Opex of all the Venues in north-east region.
- ❖ In overall charge of a busy food and beverage operations, process, & Implementations of new parameters and policies to improve profitability
- ❖ Engaging and motivating General Managers, AGM'Operations and AGM Seles's and Executive staff to perform within the company provided guideline and system based procedures.
- ❖ Constantly focusing on profitability growth and cost reductions parameters to increase profitability.
- ❖ Striving to create a relaxing and welcoming ambience for customers.
- ❖ Organizing conferences, wedding receptions and banquets.
- ❖ Launching local publicity campaigns and attending networking events.
- ❖ Making visible operational leadership and implementations as a when required.
- ❖ Monitoring and controlling all operational activities for N&E region.
- ❖ Preparing Budget and financial static, planning and overall control of expenditure and earnings.
- ❖ Working towards company provided sales & marketing Plan and strategies.
- ❖ Continually working on F&B Packages, Wedding Packages to boost up revenue.
- ❖ Ensuring compliance with licensing laws, health and safety and other statutory regulations.
- ❖ Managing vendors, Sourcing, Procurements, Administration, Contracts Negotiations, Finalization, PO Release
- ❖ Ensuring Monthly Revenue Targets, Revenue Generation Planning & Budgeting
- ❖ Overall Building & Asset Management for keeping inventory up to date as per standards.
- ❖ Ensuring Guests Facilities to have regular check of MEP & Other Maintenance work,
- ❖ Ensuring Security system, Fire safety Systems, CCTV Operating, Gate Management,
- ❖ Visitor Management, Security Services and Car Parking systems for smooth functioning on a regular basis.
- ❖ File & Documentation Management - properly maintained and kept confidential.
- ❖ Ensuring Compliance and Controller ship Drive periodic process review meetings and drive actionable Work closely with other strategies.
- ❖ Ensuring that the SOP's are maintained and Staff welfare Activities on time every month etc.
- ❖ Invite potential investor to come on-board ,
- ❖ Assist in the process of managing the relationships with key internal stakeholders such as Venue Operations, Security, Volunteers, Workforce, Guest group owners etc.

Current CTC : Lakh Per Annul + Variables + Medical + General Reimbursements.

Notice Period : 1 Month

EMPLOYMENT CHRONICLE:

**10. Kumar Hotels & Resorts-India
General Manager**

Location: Pune, Panchgani, Mahabaleshwar & Khandala

Duration: 1st February, 2015 to 30th September, 2018

Responsibilities

- ❖ Was effectively managing the daily operations, Revenues & Administrations of the all hotels/Resorts.
- 1. Successfully executed, handled and started(PRE-OPENING, OPENINGS) 3 Resort properties from ground level to finishing for the group FOREST COUNTY-MAHABALESHWAR-13 Luxury Rooms, 12 Cottages, Swimming Pool, Restaurant, Conference Hall Cum Games Zone.**
 - 2. VELVET COUNTY RESORT & SPA-42 Rooms with Private Balcony, Swimming Pool, Conference Hall, Restaurant and Spa at KHANDALA**
 - 3. IVY PARK RESORT & SPA-18 Spacious Rooms, Restaurant, Swimming pool, Spa at BHOSE KHIND –PANCHAGNI)**

Which Includes Setting up all departments, Interior & Exteriors, Civil Works, IT System Setup, MEP Set Ups, SOP s, Procedures and Policies, Guest Rooms, Facilities, Guest Amenities and Services, Procurement of essential Equipment's, Linens, Crockery, Cutlery and required Tools for Complete operational activities and services as per hospitality standards and norms along with print media and pricing. Staff Rooms with basic services, Staff Recruitment, training and SOP's implementations, Policies and Orientations, Have assigned various vendors after price negotiation and credit policies for smooth financial. Sales & Marketing Packages, OTA assignments, guest feedback systems, Google posting, location rendering, promotional activities and on-going promotional procedures etc. And now caring out day to day management on a regular basis,

9. SREI INFRASTRUCTURE FINANCE LIMITED –MUMBAI

(An Indian NBFC)

Associate Vice President-Infra Rentals

Duration : 7th September, 2011 to 1st January 2015

(11 Floor Service Apartment, MD House, 105 Seated Business Center with Coffee Shop, Multi-Facility Gold Gym & SPA, Two Level Basement Parking, Staff Accommodation, Property Management & Preventive Maintenance, Business Center Management, GYM & SPA Management, Service Apartment & Lessee Management (Foreigners & Indian), Construction & Refurbishments, Rental & Lease Management, Guest House/MD House Management & VIP Arrangements, Kitchen & Cafeteria Arrangements, Office Administration & Vendor Management, Infrastructure Services, Parking Management, Security Services, Including Refurbishment of Flats, Interior & Exterior Work, Facade, Fabrication works, Carpentry Works, Civil Works, Plumbing, MEP Works and Fire Fighting System Up gradation work Etc.)

Responsibilities

- General Administration, Facilities, Maintenance & Upkeep of the Services. Lease & Rental Management
- Vendor Management, Site Administration, Contract Negotiations, Finalization, and PO Release etc.
- Team Management, Managing client relationship, Staffing, Guest Handling, PR Activity, allocations, VIP, VVIP arrangements etc.
- Revenue Management-Ensuring Monthly Rentals, Utilities and other charges from various tenants (mostly foreigner's from all over the Globe and from Corporate s)
- Office Management, Business Centre Management, Overall Building operations, Facilities, Admin for the Enterprise, MEP & Other
- Maintenance work, Tenant's Management Activities, Car Parking Management, Gate Management, Security Services, Fire Safety Systems
- Visitor Management, Water Supply Management and Postal & Mailing Management & Services
- File & Documentation Management - properly maintained and kept confidential
- Broker Management to ensure early fulfillment of the vacant areas to have more revenue flow etc.
- Planning, organizing, public affairs, press conference, PR activities to increase public relations.
- Coordinate design production with architects and engineers, Supervise contractors work quality and compliance with design documents & codes, Determine the objectives and measures upon which the project will be evaluated at its completion
- Contract with qualified consultants to work on the project as appropriate
- Working under approved Budgeting /Cost with standard specifications.
- Ensuring that all financial records for the project are up to date
- Ensuring that all project personnel receive an appropriate orientation to the organization and the project
- Lease / Rental Agreements-Flat, Offices & Premises, Day to day management & up gradation of Services etc.
- Representing the company at various community events and business meetings etc.
- Ensuring compliance with licensing laws, health and safety and other statutory regulations.
- Ensure that the project deliverables are on time, within budget and at the required level of quality
- Work as the single point of contact for Managers for any issues with service delivery Provide periodic status reports on all project activities
- Ensure Compliance and Controller ship Drive periodic process review meetings and drive actionable Work closely with other strategic initiatives within a business to ensure success of implementation in Operations Understand Customer

8. MAPPLE GROUP OF HOTELS/PLACES/RESORTS - INDIA

(3 & 4 Star Properties + 1 Luxury Trains)

General Manager

Duration : 12th August 2010 to 31st July, 2011

1. MAPPLE – 52 Luxury Rooms, Restaurant, Bar, Coffee Shop, Wedding Lawn, Conference Hall-Pune
2. New Delhi- Mapple Emerald- 49 Rooms, with Indoor & Out Door large Weddings & Conferences, Business Center, Restaurant, Bar etc.,
3. Mapple Express-Budget Business Hotel with 36 Rooms & Room Service & Laundry etc.
4. Bhimtal- Mapple Harmitage-47 Lake View & Valley View Rooms with Swimming Pool and Multi cuisine Restaurant Etc.
5. Jodhpur- Mapple Abhay-Heritage-72 Rooms with Multi Cuisine Restaurant & bar, Swimming Pool, Coffee Shop Etc. ,
6. Bangalore- Mapple Express-business Hotel with 48 Rooms & Restaurant etc.
7. Luxury Train-The Golden Chariot- Composition of the Train-Total No. of Coaches 18, Passenger Coaches 11, Restaurant Cars 2, Lounge Bar 1, Spa & Gym (With an Internet & DVD Parlor) 1, Generator Cars 2, Staff Car 1 Total Passengers 88, Additional bunkers beds 15, Coupes per Coach 4 Lounge per Coach 1, Conference Coach to be added soon Etc.

7. MEUSE HOTELS & HOSPITALITY-India

(5 Star Properties & Motel)

General Manager Development & Operations

Duration: 5th July 2009 to 6th January, 2010

1. Jupiter Business & Luxury Hotels-Nashik -62 Pool Facing Rooms, Multi-Cuisine Restaurants , Coffee shop & Bar, Disco Theque & Pub, Vedic Spa, Large Banqueting & Conferencing Facilities.
2. Jupiter Luxury Resort & Spa-GOA-123 Sea View Rooms, Multi-Cuisine Restaurants , Coffee shop, Pool Bar, Disco Theque & Pub, Vedic Spa, Steam Bath, Sauna Bath, Pool Lounge, Whirl Pool/Hot Tubs, Large Banqueting & Conferencing Facilities, Private Beach, Water Sports, Business Center, Beach Bar, Night Club etc.
3. A-9 Motel-20 Rooms, Filmy restaurant & Bar-Nashik

6. PANORAMIC UNIVERSAL LIMITED (HOSPITALITY DIVISION) India (3, 4 & 5 Star Properties)
General Manager Sales & Marketing –ASIAN MARKETS Duration : 11th April, 2007 to 25th June, 2009

1. Pune-UNITED-21, Area 51, Pancard Club
2. Panvel- Panaromic Resort Thane-United-21-Thane, Mumbai -Sales & Corporate Office
3. Goa- Graciano Cottages Malvan-Sagar Kinara-Malvan,Shirdi-Sai sahas-Shirdi
4. United 21- Lonavala, Mahabaleshwar

5. THE PRESIDENT HOTEL-Pune (MH) (3 Star Business Hotel)
Manager Sales, Marketing & Operations Duration : 29th July 2006 to 31st March 2007
(3 Star Business-City Centre hotel with 46 Rooms- 43 Deluxe and Executive Rooms, with 3 Suites,, restaurant, Banquets etc.,)

4. WORLD EXPO & CONVENTIONS MANAGEMENT LTD. INDIA Associated with Central government
Senior Manager-State Development-Pune Duration: 8th November 2004 to 24th July 2006
Location of work : Pune, Mumbai, New Delhi, Dehradun & Goa

3. MANWANI HOTELS PVT. LTD.-Hotel Princes' Palace Indore (MP) (3 Star Business Hotel)
Manager Operations & Sales & Marketing Duration : 6th Nov 2000 to 30th Oct 2004
(Indore-3 star Business hotel with 42 well-appointed rooms and suites all the modern facilities, Multi Cuisine Restaurant, room Service, ODC, Conference Hall, etc.)

2. BHOJWANI GROUP OFHOTELS -Pune (MH) (4 & 5 Star Properties)
Manager Corporate Sales & Marketing Duration: 6th July 1998 to 30th October 2000

1. Pune-A Peshwai theme Hotel -Amir Hotel with 109 rooms, multi cuisine Restaurants, Bar, business Centre, Travel Office, Coffee Shop Shopping arcade etc. Now known as Lemon Tree Premier).
2. Pune-5 star hotel –Holiday inn than become Sun & Sand –Pune Now Demolished
3. Hyderabad-5 Star Hotel-Krishna International

1. MASHAL (A Hill Resort) Unit of Mashal Hotels Pvt. Ltd.-Indore(MP) (5 Star Luxury Resort & Club House)
Manager Sales, Marketing & Operations Duration: 3rd March 1994 to 30th June 1998
(Business & Luxury Hotel with 36 Rooms, swimming Pool, Multi-Cuisine Restaurants, Bar, Ladies & Gents-Health Club steam bath, sauna bath, Jacuzzi, Conference Halls , Board Room, Wedding & Event Lawns + Hotel management School & Training) Now- known as Red Maple
Also performed as Study Coordinator at Mashal School of Hotel Management

COMPUTER & TECHNICAL SKILLS

- Window-Microsoft Word, Microsoft Excel, Power Point
- Hotel Management Software Systems
- Property Management System
- CCTV & EPBAX Systems
- Fire Alarm & Fire Safety Systems

PERSONAL PROFILE

Name : JAYANT SHIKHRE
Father's Name : Late Shri Prakash Chandra Shikhre (Retired Government Officer)
Date of Birth : 6th January 1973
Languages Known : Hindi, English
Nationality : Indian
Passport Number : S7924015
Strength : Dedication, regularity, honesty, learning attitude, optimistic &candour
Permanent Address : B-3, 405, Goodwill Orchids Housing Society, Lohegaon Road, Dhanorie-Pune (MH) INDIA-Pin-411015

Thank you for your patience.

Yours Sincerely,

JAYANT SHIKHRE

Contact No.: +91-9869796803, 7972078276

Email:-jayantshikhre@gmail.com | Skype Id: jayantshikhre@gmail.com

Linked In: <https://www.linkedin.com/in/j-a-y-a-n-t-s-h-i-k-h-r-e-38632916/>

Date: _____.

Place: Pune-(MH) India