

EDUCATION

IV commerce Collage
B.S Business/Accounting

Nadiad, India

EXPERIENCE

Quiznos Sub
Store Manager

Yorkville, IL
August 2002 –January 2014

- Prepare and finalize daily paperwork including cash deposits
- Placing store inventory orders and performing weekly inventory audits
- Maintaining store image
- Delegating daily shift duties
- Create work schedule/cover shifts for absent employees
- Controls costs by reviewing portion control and quantities of preparation
- Maintains safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures
- All other non-managerial tasks (baking bread, food preparation, assist customers, etc.)

Comfort Inn
Hotel Manager

Alexandria, MN
August 1997- August 2002

- Responsible for the day-to-day operations of a 50 room limited service property
- Developed programs designed to improve the hotel's Guest Satisfaction Scores Materials
- Management Pricing Support Services
- Ensured that department managers achieved monthly and quarterly targets through set goals and action plans
- Focused on opportunities to build and expand the business volume
- Aggressively managing all the independent revenue and expense areas to ensure profitability
- Conduct disciplinary actions against staff, including terminations

Comfort Inn
Assistant Manager

Laramie, WY
January1996-August 1997

- Assist hotel manager to ensure high quality guest service
- Schedule employees to ensure all stations are manned appropriately
- Interact with guests to gain feedback on service
- Mange conflicts and resolve issues in accordance to the hotel's protocols
- Oversee daily accounting procedures
- Coordinate the efforts of different departments to ensure smooth running of the business

Motorola
Assemble/Tester

Schaumburg, IL
May1992-January1996

- Read and interpret drawings to insure proper assembly and functionality of assemblies
- Use a variety of precision measuring instruments and gauging devices
- Analyze and resolve work problems, and/or assist coworkers in solving work problems
- High and Low temperature testing
- Machine operation experience

COMPUTER

- Microsoft Office
- Microsoft Outlook
- Quick Books Pro
- Microsoft Excel
- Microsoft Word