



# KAWALPREET KAUR

## Hospitality & Restaurant Operations Support

#206, Aara Colony, Majitha Road, Amritsar, Punjab, India |  
komalpreet7794@gmail.com

### 5+ Years

Hospitality Service

### India + Singapore

Work Exposure

### F&B Support

Guest Service

### Admin Support

Records & Stock

## CORE SKILLS

- Guest service and complaint handling
- Restaurant daily operations
- Food & Beverage service support
- Staff coordination and shift support
- Hygiene and food-safety compliance
- Inventory and stock support
- Cash flow, invoice and record keeping
- Communication, teamwork and time management

## EDUCATION

- B.A. (Arts), Guru Nanak Dev University, Amritsar - 56% | 2017 - 2020
- 12th, Punjab School Education Board - 72% | 2015 - 2017
- 10th, Punjab School Education Board - 68% | 2014 - 2015

## TOOLS & TRAINING

- MS Word, Excel and PowerPoint
- Tally Prime and basic accounting
- Canva and basic computer operations
- COA - Computer on Office Automation

## PROFESSIONAL SUMMARY

Hospitality and restaurant service professional with approximately 5 years of experience in hotel restaurant operations, customer service, daily restaurant support, staff coordination, hygiene compliance, inventory assistance and administrative record keeping. Experienced in supporting smooth Food & Beverage service, resolving guest concerns and coordinating with kitchen/service teams, with documented Singapore work/training exposure.

## WORK EXPERIENCE

### Food & Beverage Service Associate / Restaurant Operations & Staff Support | Taj Club House / Taj Swarna, Amritsar

2021 - July 2025 | Amritsar, Punjab, India

- Supported hotel restaurant Food & Beverage service, customer assistance and daily restaurant operations.
- Assisted guests with orders, service requests and complaints in a polite, timely and professional manner.
- Handled opening/closing support, dining-area readiness, cleanliness checks and service-flow coordination.
- Worked with service and kitchen staff to maintain food presentation, timely service and guest satisfaction.
- Helped with staff coordination, duty allocation, attendance/shift support and guidance for junior team members.
- Assisted with stock checks, inventory, supplier bills, invoices, cash-flow records and daily sales documentation.
- Maintained hygiene, food-safety and cleanliness standards as per hotel/restaurant operating procedures.

### Hospitality / Restaurant Operations Support - Singapore Work Exposure | MCS United Group Holdings Pte. Ltd.

Dates to be confirmed | Singapore

- Training Employment Pass documentation shows Singapore-based employment/training exposure with MCS United Group Holdings Pte. Ltd.
- Supported customer service and daily operational tasks in a structured hospitality/service environment.
- Assisted with staff support, cleanliness, stock handling and service coordination as required by supervisors.

## DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Place: Amritsar, India | Name: Kawalpreet Kaur