



SKILLS

Staff Supervision

Operations Management

Ingredient Preparation

Quality Control

Inventory Control

Effective Communication

Inventory Management

Training Development

Food Presentation

Workflow Coordination

Catering Operations

Quality Assurance

Team Leadership



EDUCATION

Bachelor of Hotel Management Himalayan Institute of Technology

2014 - 2017,
Dehradun, India

Higher Secondary School Guru Nanak Academey

2012 - 2014,
Dehradun, India

Senior Secondary School Guru Nanak Academey

2010 - 2012,
Dehradun, India

Ankit Singh Rana

Catering Supervisor

Experienced Supervisor with over 6 years of leadership experience in the hospitality industry, overseeing daily operations, managing staff, and ensuring high-quality service standards. Proven track record of optimizing workflows, maintaining customer satisfaction, and training teams to exceed expectations. Seeking to apply my management skills and expertise in operations to drive efficiency and contribute to the success of a dynamic team.

✉ ranaankit444@gmail.com

📞 +968 - 9462 6148



WORK EXPERIENCE

kitchen Supervisor

Prakriti Unnwind Resort

11/2024 - Present,

Chakrata India

Achievements/Tasks

- Expertly prepare and cook a variety of traditional Indian tandoor dishes, ensuring consistency in taste, presentation, and quality while maintaining hygiene standards.
- Manage tandoor equipment and tools, ensuring proper maintenance, cleanliness, and safety protocols to ensure optimal cooking performance.
- Collaborate with kitchen staff to develop innovative menu items and enhance existing offerings, improving customer satisfaction and dining experiences.
- Monitor ingredient stock levels, order supplies, and ensure efficient use of resources to minimize waste and reduce operational costs.

Catering Supervisor

Al Naba Supplies & Catering Services LLC

05/2019 - 11/2024,

Muscat, Oman

Achievements/Tasks

- To manage the Mess of the Vidyalaya under strict hygienic conditions.
- To formulate daily menu considering local conditions/customs/tastes/availability.
- To provide special diet (as recommended by Nurse/MO) to sick children.
- To prepare and submit requisitions of provisions for Mess to the Principal/competent authority.
- To assist in the procurement of provisions as per laid down purchase procedure.
- At the time of taking delivery of material purchased, he should ensure that the material received are counted, measured or weighed, as the case may be. He should also ensure that the quantities received are correct. Their quality good and they are according to approved specifications.
- Catering Assistants should exercise utmost economy and ensure that wastage of food is reduced to the minimum.
- To maintain mess stock/stock register and issue register.
- (9) To receive and issue provisions, to cooks as per the menu and the number of dining members.
- To supervise cooking and to inspect preparation before they are served.
- To put up list of consumable/non consumable items for writing off as per rules.
- (12) To look after maintenance of Mess, Dining Hall, utensils, cutlery, crockery etc.
- (13) To look after cleanliness of Mess and its surroundings.
- (14) To assign duties to Mess staff with the approval of the principal and supervise their working.



PERSONAL DETAILS

Father Name : Jaypal Singh
Rana

Date of Birth : 05/08/1997

Marital Status : Single

Gender : Male

Nationality : Indian

Passport No : N 6548298

Date of Issue : 01/04/2016

Date of Expiry : 31/03/2026

Place of Issue : Dehradun



WORK EXPERIENCE



Commi I Chef

Flying Saucer Cafe & Bar

02/2018 - 03/2019,

Lucknow, India

Achievements/Tasks

- Supported the Senior Chef in daily kitchen operations, ensuring smooth workflows and high-quality food preparation according to menu specifications.
- Prepared mise en place for daily operations, including portioning, chopping, and storing ingredients to maintain readiness and quality.
- Coordinated with kitchen sections to meet cleanliness, minimize waste, and control costs, ensuring efficient and sustainable operations.
- Maintained station readiness for service periods, ensured proper food rotation (FIFO), and cleaned work areas and equipment post-service to uphold hygiene standards.



Commi II Chef

Fat Lulu's Pizza & Bar

06/2017 - 01/2018,

New Delhi, India

Achievements/Tasks

- Assisted in the food preparation process, supporting the team in crafting high-quality dishes while adhering to menu standards and customer expectations.
- Prepared ingredients such as vegetables, meats, and fish, ensuring freshness and consistency for daily operations and service.
- Collaborated with senior chefs, assisted with deliveries, restocking, and ensured proper stock rotation to maintain optimal inventory management.
- Maintained kitchen cleanliness and food safety standards, cleaned workstations, and contributed to a hygienic and organized kitchen environment.