

# RESUME OF JAY NANDAN



*Namaka [Nadi] Fiji Islands*

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**Educational Qualification:** > Diploma in Business Management (La Trobe)  
> Science & Cooking (Chemistry) [Harvard University]  
> Justice (Harvard University)

## **Personal Summary:**

I am a confident, highly motivated, and outgoing media professional currently employed in the hospitality industry, where I am afforded the opportunity to engage with customers at various levels. With a strong foundation in customer interaction, I am seeking a new, challenging position that will allow me to advance my career as a bartender. My goal is to deepen my expertise and achieve excellence in the field.

Possessing an extensive understanding of the hospitality industry, I would greatly appreciate the opportunity to contribute to and collaborate with your organization. I am eager to continue my professional development while acquiring new knowledge and skills.

My experience is primarily rooted in the hospitality sectors of Singapore and Australia, accumulating a total of 16 years within the tourism and hospitality industry. Notably, I have previously served as Diageo Australia representative and was ranked among the Top 10 worldwide in the 2023 Cointreau Margarita Competition.

## **PROFESSIONAL EXPERIENCE:**

### ***Long Beach Seafood Restaurant (UMDC) (Singapore)***

*Position: Waiter/bartender*

*June 2009 – March 2011*

#### **Responsibilities:**

*Welcome customers, allocate table, take customer orders and serve the customers in the shortest time possible,*

*Have a good conversation with clients and other duties as and when required.*

### ***South Coast Bar/Bistro (Singapore)***

*Position: Waiter /Cashier/Bartender*

*February 2012 – December 2013*

#### **Responsibilities:**

*Meet and greet customers, take customers orders, build a business relationship and serve them with a smile and make them feel like home. I have a passion to treat my customer's with an proactive approach and to provide them with customer services skills that keep bring them back.*

### ***ESPN/FOX Sports***

*Position: Assistant Broadcast Journalist and Producer*

*November 2012- June 2013*

#### **Responsibilities:**

- *Maintain Fox Sports' webpage (foxsportsasia.com) up to date daily with the latest sports news, the juiciest stories and happenings. Reporting and field producing at major sporting events around Asia, Producing three live daily news shows to an audience in Asia with a reach of 50 million, Delegating news duties to news assistants on news shows, Daily live voice-over and narration, Monitoring news wires and responding to breaking news stories in Asia and On-camera reporting. Broadcast Journalist and producer on Fox Sports News and Fox Sports Central live daily news shows. Reporting and field producing at major sporting events around Asia, Producing three live daily news shows to an audience in Asia with a reach of 50 million, Delegating news duties to news assistants on news shows, Daily live voice-over and narration,*

*Monitoring news wires and responding to breaking news stories in Asia and On-camera reporting.*

**High Society Mansion (Singapore)**

*Position: Bartender/Cashier/Server*

*July 2013- November 2013*

*Responsibilities:*

*Mix/serve drinks, and attend to customers needs with service with a smile.*

*Handling of cash and receipts. Interacting with the customers to ensure that their visit to the restaurant has been up to delightful and hopefully keep them coming back again.*

**Sheraton Fiji Golf & Beach Resort**

*Position: Bartender/Mixologist*

*February 2014- July 2014*

*Responsibilities:*

*Mix drinks, serve drinks, manage stock and attend to customers needs with service with a smile. Worked in the bar around Sheraton's various properties in Fiji (The Westin, Denarau Golf & Raquet Club). Set up the two newly built bars on Sheraton Resort & Spa Tokoriki Island.*

**GPO Sydney (Crystal Bar)**

*Position: Cocktail bartender/Mixologist*

*November 2014- February 2015*

*Responsibilities:*

*Prepare delicious cocktails among the vast range of spirits, liqueurs, beer and wine. Bar stock up to date and fridges filled. Attend to customers and specific orders, maintain a clean and easy running bar (bar preparations and closing), handling of cash and receipts.*

**Charlie's Bar (Melbourne)**

*Position: Bar Supervisor*

*June 2015- September 2015*

*Responsibilities:*

*Maintaining, clean and organizing the bar, train new staff into roles. Serve and ensure customer satisfaction, ordering and doing of stock take. Handling of cash, upselling products.*

***Campari House (Melbourne)***

*Position: Bar Supervisor*

*October 2015- January 2016*

***Responsibilities:***

*Ensure smooth running of bar, Stock and financial control, Training bar staff and preparation of drinks on the rooftop/lounge venues, maintain cleanliness, set up of rooftop and upselling. Service with a smile and customer banter.*

***Melbourne Public***

*Position: Bar Supervisor/Duty Manager*

*March 2016- June 2016*

***Responsibilities:***

*Maintaining daily procedures go smooth, clean and organizing the bar, train new staff into roles. Serve and ensure customer satisfaction, ordering and doing of stock take. Handling of cash, upselling products.*

***Newslink Pty Ltd (Relay News agency)***

*Position: Sales Assistant*

*November 2015- February 2017*

***Responsibilities:***

*Greeting customers who enter the shop, assisting shoppers to find the goods and products and give advice. Responsible for processing cash and card payments. Stocking shelves with merchandise and stock control. Answering queries from customers, Balancing cash registers with receipts and refunds. Keeping the store tidy and clean. Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc. Receiving and storing the large amounts of stock, keep up to date with special promotions and putting up displays.*

***Morris Jones & Co. Restaurant & Cocktail Bar (Melbourne)***

*Position: Bar/Restaurant Manager*

*September 2016 – March 2017*

*Responsibilities:*

*Recruit and train bar staff, ensure all licenses are current [health, safety and liquor]. Staff rosters, ensure bars are profitable by analyzing liquor sales against costs. Supplies, inventory and budgets. Work with alcohol brands on promotions. Develop delicious cocktails among the vast range of spirits, liqueurs, beer and wine. Bar stock up to date and fridges filled. Attend to customers and specific orders, maintain a clean and easy running bar (bar preparations and closing), handling of cash and receipts.*

***The Woods of Windsor (Melbourne)***

*Position: Cocktail Bartender/ Bar Supervisor*

*March 2017- August 2017*

*Responsibilities:*

*Overall bar operations and maintenance. Cash up and reports, in charge of stock, inventory, spillage and spoilage. Prepare house made syrups, garnishes and cocktails among the vast range of spirits (whisky focused), liqueurs, beer and wine. Bar stock up to date and fridges filled. Table service for customers and maintain a clean and easy running bar, handling of cash and receipts.*

***Camus Restaurant (Melbourne)***

*Position: Floor Supervisor*

*April 2017- October 2017*

*Responsibilities:*

*Working alongside Michelin starred chef Pierre Khojda, Set up and closure of restaurant, setting up tables, running food from the pass, polishing cutlery and glassware, maintaining excellent service to customers and payment of bills. Ensure bar is stocked and up to date, stock control, making cocktails/ pouring beer/ wines and making coffees.*

***Storyville (Melbourne)***

*Position: Bar Manager*

*September 2017 – June 2019*

*Responsibilities:*

*Set objectives and incentives for bar staff, Overall bar operations, hiring and training of staff, organize rosters and schedule of staff, resolve customer complaints, monitor cleanliness of bar, Cash up and closure reports, balancing of tills, liaise with suppliers and sales representatives, set and monitor budget of bars, apply with alcohol legalization. Concoct delicious cocktails among the vast range of spirits, liqueurs, beer and wine. Bar stock up to date and fridges filled. Attend to customers and specific orders, training employees on Micros POS system while creating the ultimate customer service, maintain a clean and easy running bar (bar preparations and closing), handling of cash and receipts.*