

Student Name : Mohammed Minhajul Abedin Raza

Student id: 2514288

Moodle code: LCLM4005_LON

PART 1: REAL JOB ADVERTISEMENT

- **Job Title:** Events Operations Manager
- **Employer:** St Clement
- **Location:** Central London
- **Opening Year:** 2026
- **Job Type:** Full-time
- **Salary:** £47,500 per annum + tronc

Job Posting Link & Screenshot:

<https://www.caterer.com/job/events-operations-manager/st-clement-job107635955>



Events Operations Manager

📍 St Clement 📍 Central London (WC2R) 📅 Published: 1 week ago 💰 £47,500 per annum + tronc

Unavailable

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St Clement is a new hotel in central London, set to open in 2026 and we're getting ready to build our Events Operations team.

About St Clement:

- St. Clement Hotel is part of 180 Quarter, by developers Mark Wadhwa and Tim Robinson from The Vinyl Factory, and creative director Alex Eagle.
- Led by Nick Jones as his first independent hotel project since stepping down as CEO of Soho House.
- Features 90 guest rooms, 15 river lofts, Corner Shop (@cornershop180), two restaurants, a bar, a screening room, event spaces and a 25,000 ft2 Health Club and Spa.

Why Work with Us?

- We offer highly competitive pay and perks including:
 - Modern team facilities with a generous restaurant
 - Long service benefits such as increasing holiday allowance
 - Enhanced pension contributions
 - Enhanced parental leave/pay
 - Generous company sick pay
 - Employee assistance helpline with 24/7 online GP access
 - Gym Discount
 - Tech & Cycle Schemes
 - Team discounts across food and beverage outlets and a team room rate
- Join a small, close-knit team from the start, helping to shape the culture and standards.
- Work in a dynamic and creative environment.

What we're looking for in our new Events Operations Manager:

- Passion for hospitality and guest experience
- Strong work ethic and attention to detail
- Flexibility and a willingness to help build something from the ground up
- Previous experience in the luxury hospitality segment is a must
- Excellent communication and teamwork skills

All applicants must be eligible to work in the UK in accordance with current legislation.

Job Posting Text

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PART 2: CURRICULUM VITAE (CV)

Mohammed Minhajul Abedin Raza

Hospitality Professional

London, United Kingdom | Email: 2514288@student.uwtsd.ac.uk

SUMMARY

An adaptable and customer-focused Hospitality Professional with extensive experience supervising operations, teams and events in premium London environments. Proven track record managing weddings and large-scale event operations at All Season Foods, coupled with a deep familiarity with boutique hospitality culture from Soho House. Extensive background supervising housekeeping and quality standards at luxury venues including The Lanesborough and Marriott. Holds a Bachelor of Business Administration (BBA) degree, offering strong foundational skills in operational scheduling, administrative management and team development.

WORK EXPERIENCE

Wedding Operation Manager, All Season Foods

08/2025 - Present

- Supervised the end-to-end operational timelines for private weddings and high-profile social events.
- Managed administrative workflows and led service teams to ensure seamless event coordination.
- Maintained inventory control, reducing stock shortages and managing event assets efficiently.
- Facilitated training programs for temporary and casual F&B staff, improving customer service delivery.

Waiter, Soho House

10/2024 - 07/2025

- Served guests and club members in a fast-paced, high-end private member club environment.
- Ensured accurate order taking and upheld Soho House's renowned customer service and hospitality standards.
- Maintained detailed knowledge of premium F&B offerings and contributed to a welcoming dining experience.

Housekeeping Supervisor, Hotel Marriott (Swiss Cottage)

12/2023 - 06/2024

- Supervised daily housekeeping team operations, conducting quality inspections of rooms and public event areas.

- Updated room status on the hotel software system accurately after each cleaning, reducing room turnaround time.
- Promoted and enforced strict compliance with health and safety regulations to support team well-being.
- Implemented updated cleaning procedures to improve property presentation and quality scores.

Housekeeping Supervisor, The Lanesborough Hotel

02/2023 - 12/2023

- Coordinated floor operations and supervised housekeeping staff at a world-class 5-star luxury hotel.
- Assigned daily tasks, managed staff performance and created weekly work schedules for team members.
- Provided training and onboarding orientation for new hires, emphasizing luxury service standards.
- Resolved guest inquiries professionally to deliver high-quality customer service.

Housekeeping Supervisor, Canary Riverside Plaza Hotel

06/2022 - 01/2023

- Trained housekeeping staff, created schedules and delegated cleaning tasks across rooms and common areas.
- Ensured all guest rooms and banquet spaces met the hotel's luxury cleanliness standards.
- Developed and implemented updated departmental cleaning procedures and operating protocols.
- Conducted quality control inspections to verify that team outputs met established company standards.

EDUCATION

- **Studding at University**
University of Wales Trinity
Saint David
- **Subject: Certificate of
Higher Education Business
Skills for the Workplace**

KEY SKILLS

- Event Operations & Setup
- Team Supervision & Rotas
- Boutique Hospitality Standards
- Inventory Control
- Interdepartmental Coordination
- Software & Software Systems

PART 3: COVER LETTER

Mohammed Minhajul Abedin Raza
4 Wensleydale Avenue. Ig5 0NA
London, United Kingdom
2514288@student.uwtsd.ac.uk

16th July 2026

Hiring Manager
St Clement Recruitment Team
180 Strand
London, WC2R 1EA

RE: Application for Events Operations Manager (St Clement)

Dear Hiring Manager,

I am writing to express my strong interest in the Events Operations Manager position at St Clement. Having previously worked as a Waiter within the Soho House Group, I have firsthand experience with the culture of excellence alongside paying attention to details practiced by founder Nick Jones. Combining this luxury foundation with my recent experience by managing weddings at All Season Foods and supervising operations at top London hotels, I am excited about the opportunity to build and lead your event operations team from the ground up.

In my current role as Wedding Operation Manager at All Season Foods, I supervise the logistics and execution of high-end events. I coordinate weekly lead administrative tasks and manage inventory workflows which have successfully reduced stock shortages. I understand the importance of adaptability and coordination required to deliver flawless events in a creative environment.

My background as a Housekeeping Supervisor at luxury properties such as, The Lanesborough and Canary Riverside Plaza Hotel provides me with a comprehensive understanding of room setups and its styling. I have extensive experience training staff and conducting quality control inspections. This background ensures I can collaborate effectively with your housekeeping and F&B teams to guarantee event spaces are prepared and maintained to the highest standards.

Furthermore, Studying for the Certificate of Higher Education in 'Business Skills for the Workplace' helped me develop practical business skills such as planning, budgeting, and organized work management. Additionally, it enhanced my understanding of schedule management, working effectively with others, and assisting in the execution of daily business operations.

I am highly motivated to bring my passion for boutique hospitality and my operational experience to the opening of St Clement. Thank you for your time and consideration and I look forward to the possibility of discussing my application with you.

Yours sincerely,

Mohammed Minhajul Abedin Raza