

## CURRICULUM VITAE

**ASHISH JOSHI**

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**AT.PO. TA KHAMGAON, DIST-BULDHANA (M.H.)**

**E-MAIL: *ajoshikmn@yahoo.com***

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### Objective

**Looking for a better opportunity to utilize my knowledge and experience while enhancing my path. Hardworking and dedicated excellent communication and interpersonal skill, pleasing manner disciplined and socialite.**

### Personal Characteristics

- Highly motivated with a constant drive for success.
- Excellent interpersonal skills.
- Good communication skills.
- High integrity, diligent and conscientious-reliable and dependable.
- Excellent organizational and time & task management skills.
- Eager to learn and develop on an ongoing basis.
- Being passionate about my work sets me best at what I do and leading by an example is my hobby.
- Dedicated Hardworking with positive attitude, flexible, committed team work player.

### Key Responsibilities

- ❖ Establishing and maintaining a regularly scheduled cleaning program and also maintaining a detailed check list for each position.
- ❖ Inspecting all office cleaning are a daily, and ensuring that some office floors are inspected with supervisors on a daily basis.
- ❖ Ensuring compliance to daily on job training, weekly/monthly training according to Housekeeping Standards.
- ❖ Maintaining and controlling all housekeeping equipment.
- ❖ Maintaining monthly equipment, tools and cleaning supplies inventories.
- ❖ Ensuring that all meeting rooms are managing deficiently.
- ❖ Managing vendor contracts (cleaners, window washers, etc).
- ❖ Preparing and conducting all housekeeping interview sand follow hiring procedures.
- ❖ Developing employee morale and ensuring training of housekeeping personnel.
- ❖ Properly storing, securing and issuing supplies as needed to meet requirements.
- ❖ Visiting other outside offices for cleaning purpose.
- ❖ Performing other duties as requested by the management.
- ❖ Any others task as a assigned by Management.

## **Academic Profile**

Higher Secondary School passed from Amravati Board Maharashtra.

Hotel Management and Catering completed in 2010 from Mumbai Board Maharashtra.

## **WORK EXPERIENCE**

- Worked Executive Housekeeper from 18/04/ 2020 *to till date at Hotel Vennington Court Raipur.*
- Worked as Executive housekeeper from at Avinash Group Raipur Chhattisgarh Jan 2018 to Nov, 2020.
- Worked as Executive housekeeper from 2016 to 2018 at Shamrock Green hotels at Raipur Chhattisgarh.
- Worked as Housekeeping Executive from 2014 to 2016 at Hotel lords Resort at Saputara Gujrat.
- Worked as Housekeeping Supervisor from 2013 to 2014 Sahara Amby Valley at Lonavala.
- Worked as Housekeeping Supervisor from 2011 to 2013 Shilpi Hill Resort at Saputara Gujrat.
- Industrial Exposure in the hotel city pride, Nanded.

## **Training Complete**

- Room Cleaning Sequence.
- OJS (On Job skill Training)
- SOP (Standard of Procedure)
- Guest complaint handling.
- Telephone Handling.
- Time Management.
- Basic First Aid.
- Basic Fire Training.

## **Others:-**

- Microsoft word, PowerPoint, excel
- IDS operations in housekeeping

## **Strength:-**

Young, Energetic and hardworking. Ability to work under pressure. Very good interpersonal and leadership skill. Self- motivated Creative and strong honesty.

**Personal Profile:-**

Name	: Ashish Joshi
Father's Name	: Bajranglalji Joshi
Date of Birth	: 15-06-1983
Gender	: Male
Present CTC	: Rs. 552,000
Expected CTC	: As per the company norms
Languages Known	: English, Hindi, and Marathi
Marital status	: Married
Notice period	: 01 month

**Declaration:-**

I hereby declare that all the above information regarding myself is correct in my trust and that I will provide any document regarding the same on demand.

**PERSONAL REFERENCES:-**

**Mr. Sachin Sharma**

General Manager

9996616216

**Mr. Ashutosh Mishra**

General Manager

9826677889

**Yours Sincerely**

**Ashish Joshi**