CURRICULUM VITAE



PAVAN KUMAR

Mobile: +91-9704759373,

Email Id: e.pavan.kumar@gmail.com

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| **WORKING EXEPERIENCE:** |

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TOTAL 16 years of experience in Hospitality and Hotel Industry in various positions from Housekeeping Supervisor to Executive Housekeeper.

* Worked for www.sheltongroup.in (Shelton hospitality Pvt.Ltd, Rajamahendri) Since Oct 2019 to Nov 2021(97 rooms property).

**Housekeeping Manager** (Hotel Shelton Rajamahendri is a luxury hotel with world class comfort &convenience in accommodation & other facilities).

Job Description:

Supervised housekeeping and hiring, performance assessments, training and development. Maintained efficiency and labor cost goals. Ensure quality services and rendered in meeting guest requirements. Scheduled staff in keeping with labor stander and forecast tenure. Enforced policies and procedures. Directed performance of housekeeping staff.

* Worked for [www.schevaran.com](http://www.schevaran.com) (Schevaran Laboratories Pvt.Ltd, Bangalore) Since March 2019 to Oct 2019.

**Asst Operation Manager** (Training & Transition).

Job Description: Class Room & On Job Training (House Keeping operations, Machinery Handling, Tools & Tackles as per SOP).

* Worked for www.healstation.com (The Heal Station.Pvt Ltd, Ramnagar,west pancharan, Bihar) Since April 2018 to March 2019

**Admin Manager** (Hospital admin).

Job Description: Maintenance, H.K operations, Patient data, auditing pharmacy, accounts to following Hospital SOP).

* Worked for [www.dtss.in](http://www.dtss.in) (Hospira Health Care Pvt.Ltd) Since March 2016 to April 2018. House Keeping Executive.

Job Description: Planning & Executing Operations (Maintenance of manufacturing area machinery and House Keeping operations as per Pharmacy SOPs (U.S.A standard), Updating & Maintaining all documents as per GDP acts, Flow chart, History cards for all equipment’s, etc.)

* Worked for [www.in.sodexo.com](http://www.in.sodexo.com) (Reliance Industries’ Ltd Kakinada) Since from October 2011 to Feb 2016 (57 rooms property 4 years + 4 months).

**Housekeeping Executive**.

Job Description: Executing Housekeeping Operations& Maintenance works in Accommodation. AHU, Electrical Panel Rooms and House Keeping operations in all areas with safety measure, Conducting Safety briefing about the all areas)

* Worked for [www.in.sodexco.com](http://www.in.sodexco.com) (Essar Steels Ltd, Kirandol, Chhattisgarh).

Since from May 2010 to September 2011 (46 rooms property placed at hill station).

**Asst. Housekeeping Executive**. Job Description: Executing H.K operations (Maintenance Accommodation Facilities in all Rooms and Dining, House Keeping operations in all areas with safety measures)

* Worked for [www.in.sodexo.com](http://www.in.sodexo.com) (Remote site Cairn India. Ltd. M.P.T Barmer) - Rajasthan. Since from March 2008 to March 2010 (93 rooms property). **Sr. Supervisor**.

Job Description: Executing H.K Operations. (House Keeping and Technical operations in all areas with safety measures)

* Worked for [www.oilhospitalities.in](http://www.oilhospitalities.in) to Schlumberger Asian Services, Kakinada.

Since from June 2005 to March 2008 (65 rooms property).

**Facility Supervisor**.

Job Description: Executing H.K Operations and reporting to Executive H.K. (Cleaning Facilities in all Rooms, Laundry, House Keeping operations in all areas)

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| ***SKILLS:*** |

* Planning & Executing on Housekeeping Operations.
* Man power management.
* Inventory Management
* Class Room & On Job Trainings / Implementation with Safety.
* Documentation of Daily Reports / Submitting.
* Following QHSE Procedures / Audits.
* Property Fixed Assets Inventories Management.
* Property loss and Damages Documentation.
* Waste and Garbage Disposal Management.
* Various stain removal procedures.
* On Site Projects / Renovations of Planning & Executing.

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| *EDUCATIONAL QUALIFICATION:* |

**Bachelor of commerce (B.com) From Sri Krishna Devaraya University.**

**Diploma in Computer Engineering.**

**Intermediate at NIOS New Delhi.**

**Board of secondary examination at Jawaharlal Municipal High school at Mandapeta –East Godavari (Dist.) AP**.

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| ***STRENGHTS:*** |

* Sense of responsibility and dignity.
* Motivating staff on duty
* Have good team spirit and discipline.
* Having capability of working smart.
* Have high patience level
* Good Communication and Multi-Tasking Skills.

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| ***PERSONAL DETAILS:*** |

Name : PAVAN KUMAR EERILLI

Father’s Name : PAPA RAO

Date of Birth : 19th June 1985.

Sex : Male

Mother Tongue : Telugu

Nationality : Indian

Marital Status : Married

Languages Known : **English, Hindi, Tamil and Telugu.**

Hobbies : Playing cricket, Listening music,

Permanent Address : PAVAN KUMAR EERILLI

S/O SAMUEL

Dr No. 2-13-13,

NEW COLONY,

MANDAPETA (THANA, POST)

EAST GODAVARI DISTRICT

ANDHRA PRADESH.

My UIDAI number : 5518 1726 0467 (Aadhar Card)

Voter ID : IDS0533349

PAN : ABPPE5017P

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| *DECLARATION:* |

I hereby declare that the above information mentioned is true to the best of my knowledge.

Yours faith fully

**PAVAN KUMAR EERILLI**