**Resume**

Mr. Aakif Rafik Mujawar

DOB: 27th April 1993

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# Career Objective

To make my career in hotel management field by using my good management skills for the mutual growth.

# Educational Qualification

-1 Year Diploma in Hotel Management & Catering from Ann Institute of Hotel Management & Catering Technology Goa in year 2016 with 55.5 %.

-Passed Bachelor of commerce graduate from Yashwantrao Chavan Maharashtra Open

University in year 2015

-Passed High school from Kolhapur Board in year 2008 with 69.07%.

# Other Qualification

-2 year Diploma in Stenography & Secretarial Practice from Maharashtra State Board of Technical Education in year 2012 with first class.

-MS-CIT from MKCL in year 2010 with 80%.

-IT from Maharashtra Business Training Board in year 2010 with 70.05%.

# Work Experience

- 5 years in a hotel industry.

-Working in housekeeping department as **Team leader** in “**RADISSON GOA CANDOLIM**” Working since February 2019 to till the date. Also handling the responsibilities of an executive at the same time.

- worked as Sr. housekeeping associate in **Radisson Goa Candolim**.

-Worked in housekeeping department as Guest Service Associate in 5\* hotel “**THE PARK BAGA RIVER GOA**”. This is pre- opening property. Working since November2017 to December2018.

-Successfully done Industrial Training & Job Training programme.

# Duties and Responsibilities for Team leader

* To assign guest rooms and common areas to housekeeping staff.
* Inspect rooms for cleanliness and job orders.
* Checking common areas for cleanliness.
* Help in Hiring and training the housekeeping staff.
* Order cleaning supplies and equipment’s.
* Create employee schedules.
* Taking different inventories.
* Give regular report to senior/ manager.

**Key Skills** -Good listening skills.

-Team management.

-Good leadership skills.

-Good motivator.

-Hard working.

-Disciplined.

# Hobbies

* Plays cricket and Volley ball
* Dancing
* Driving

# Reference

- On request