 **CURRICULUM VITAE**

**ASHOK KUMAR. M**

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# OBJECTIVE

To be associated with a progressive organization which can provide me with a dynamic work sphere extract my inherent skills as a professional, use and develop my aptitude to further the organization’s objectives and also attain my career targets in the progress.

**WORK EXPERIENCE:**

**Company : The Zinc Whitefield, Bengaluru**

Position : Executive Housekeeper

Date : Feb13th to till Date

**The executive housekeeper reports to the general manager or room division manager resposible for the cleanliness and aesthetic and upkeep of the hotel. And duties are**

1. Organize, supervise and coordinate the work of housekeeping staff on day to day basis.
2. Ensure excellence in housekeeping sanitation, safety, comfort and aesthetics for hotel guest.
3. Prepare duty roasters and supervise the discipline and conduct of her staffs.
4. Ensure proper communication within the department by conducting regular meeting with the saffs.
5. Recruit new employees and train them for the housekeeping jobs.
6. Counsel and motivate employees on various duties.
7. Establish and maintain standard operating procedures for the cleaning and develop new procedures to increase efficiency for of labour and product use.
8. Search and test new techniques and products in the market.
9. Maintain regular inventory and checking of furniture, lenin , uniform, equipments in the hotel.
10. Evaluate employees performance for the promotions and transfers.
11. Approval of supplies requisitions for the housekeeping and to maintain minimum stock and cost control procedures for all materials.
12. Check the reports, files , registers maintain in the department.
13. Provide budget to management and control of budgets.

**Company : Welcome Heritage by Ayatana**

Position : Executive housekeeper

Date : Oct 15th 2019 to Feb 05th 2020

**Company : La Montana by TGI hotels**

Position : Executive housekeeper

Date : Oct 08th 2018 to Oct 10th 2019

**Company** : **Hilton Chennai**

Position : Housekeeping Assistant Manager

Date : June 18th 2018 to Oct05th 2018

**Company : Sofitel Downtown, Dubai**

Position : Housekeeping Senior Supervisor

Date : December 23rd 2017 to May 24th 2018

**Responsibilities**

1.Train housekeepers on cleaning and maintenance tasks.

2.oversee staff on a daily basis.

3.Cheeck rooms and common areas, including stairways and lounge areas, for cleanliness.

4.Schedule shifts and arrange for replacements in cases of absence.

5.Establish and educate staff on cleanliness, tidiness and hygiene standards.

6.Motivate team members and resolve any issues that occur on the job.

7.Respond to the guest complaints and special requests.

8.Monitor and replenish cleaning products stock including floor cleaner,bleach and rubber gloves.

9.Particpate in large cleaning projects as required.

10.Ensure compliance with safety and sanitation policies in all areas.

**Company** : **Madinat Jumeirah, Dubai**

Position : Housekeeping Team leader

Note : Cross trained as a Team Leader and order taker.

Date : From September 26th, 2014 to December 05

**Company** : **Jumeirah Messilah Beach Hotel and**

**Spa, Kuwait.**

Position : Housekeeping Attendant

Date : November 6, 2012 till September 21,2014

**Company** : **Taj Falaknuma Luxury Palace, India**

Position : Housekeeping Attendant

Date : December 20, 2011 till October 16, 2012

**Company** : **Le Meridien Coimbatore**

Position : Housekeeping Attendant

Date : May 5, 2011 till December 15, 2011

**SEMINARS/TRAININGS:**

* Participated one day national level conference Eco-Tourism and Challenging and providence College of Women, Coonoor.
* Participated one day national level competition flower arrangement in SNR Sons College – Coimbatore.
* Attended “TAJ MANAGEMENT TRAINING” – “HOW TO INTERACT WITH THE GUEST” for 15 days in Taj Lake Palace.
* ‘RAISING SUPER STAR’ award received from MadinatJuemirah.
* Completed cross training for housekeeping team leader in DAR AL MAYAF more than 60hrs.
* Completed cross training for housekeeping order taker in MINA A SALAM more than 60hrs.

**SKILLS**

Computer literate: MS Office, Power point, Excel, Opera, Hotsos, Wish.net, Cheerze.

# STRENGTH

* An energetic personality, Sincere, punctual, responsible, and competitive.
* Energetic team player with good leader ship qualities.
* Capability to analyse problems deeply and think of effective solutions.

# EDUCATIONAL QUALIFICATION

* Completed my B.Sc., CATERING SCIENCE AND HOTEL MANAGEMENT in Hindusthan College of Arts and Science, Coimbatore. Affiliated to Bharathiar University secured 80% aggregated.

**ON JOB TRAINING**

* LE MERIDIAN, Bangalore, 4 months as IET

**PERSONAL DETAILS**

Date of Birth : 12.08.1990

Gender : Male

Nationality : Indian

Marital Status : single

Languages : English, Hindi & Tamil.

**REFERENCE**

Mr. pranjol majumadir,

General Manager,

Harsha the fern shimoga

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# DECLARATION

I hereby declare that the above mentioned information’s are true to best of my knowledge.

**ASHOK KUMAR. M**