**About Myself**

I am sincere & Honest Hospitality Professional with 16+ years of Housekeeping Experience in India & other countries worked for reputed Hotels & Palaces like The Leela Palace, ITC Fortune Hotels, His Highness Sheikh Nasser Palaces, with both Pre opening & Operational properties, in Room operations, Public area operations & with Management Level. Training Supervisors & staff, using available resources & working According to SOPs & reaching the goals allotted by Management & maintaining High standards in Cleanliness & Sanitizing & to work according to Covid-19 Guidelines.

**Professional Summary:**

An accomplished organized Manager offering strong academic back ground with 16 years rich experience in housekeeping. Competent, confident, energetic with proven track record of facing challenges and meeting deadlines. I’m looking for a position which will challenge my knowledge and eventually prove to be the best place for rapid vertical growth of my career graph. Having very good knowledge in MS Office, IDS, HMS, Win HMS and other Hotel operating software’s.

**Career Objective:**

To continuously evolve & strive in the organization through passion for self-improvement & learning to be creative & innovative & to contribute to the resources.

**Skills:**

* Team leadership • Troubleshooting proficiency
* Interior expertise • Strong computer skills
* Tool use expertise • Self-motivated
* Adaptability • Fast learner

**Career Snapshot:**

* Working as a Housekeeping in Charge for HH Sheikh Nasser Palaces Kingdom of Bahrain

from Jan 2015 till date.

* Worked as Housekeeping Executive at Inox Leisure Limited Vijayawada

from April 2013 to Dec 2014.

* Worked as Assistant Manager Housekeeping at ITC Fortune Park Vallabha

from May 2009 to April 2013.

* Worked as Housekeeping Supervisor at Rayhaan Al Marwa Hotel by Rotana Mecca

Kingdom of Saudi Arabia from Sep 2008 to Feb 2009.

* Worked as Assistant Housekeeper in ITC Fortune Murali Park, Vijayawada

from Jan 2006 to Sep 2008.

* Worked as Junior Executive Housekeeping in The Leela Palace (Kempinski Group) Bengaluru from May 2004 to July 2005.

**Work History:**

**House Keeping Incharge** January 2015 – Till Date

HH Sheik Nasser Palaces Kingdom of Bahrain

* Handling a Team of 45 no’s
* Inspect the work of the team of Team leaders and Attendants responsible for the cleaning and up keep of a specific area of the Palace.
* Schedule work to be done daily.
* Monitor each Team leader’s daily progress. Inspect completed rooms to assure that all standards have been met. Coordinate work order in assigned section. Follow up to be sure work is completed.
* Monitor the performance of Housekeeping Attendants through regular monitoring. Assure that there are sufficient supplies in the stores. Checks cleanliness of guest corridors and Linen Closets.
* Responsible for maintaining hygienic surroundings by efficiently managing various Housekeeping activities on the floor
* Assuring that Housekeeping staff follows established safety regulations in the use of equipment & supplies at all times. Ensure activities in compliance of legislation and regulatory requirements in the department
* Coordinate, monitor & respond to requests promptly and according to policies. Prepare, assign & direct weekly schedules and daily duties
* Maintaining the care of housekeeping supplies and equipment like linen, chinaware and glassware Pay particular attention while organizing pest eradication activities.
* Prepare reports for management information
* Perform regular inspections for sanitation, order, safety and proper performance of assigned duties
* Ensuring that all the operational standard procedures / guidelines set for all the processes/ activities/ situations are followed

**Housekeeping Executive** April 2013 – December 2014

INOX Leisure Limited Vijayawada, AP

* Attending Morning Meetings
* Formulate SOPs and review and update of standard and procedure
* Responsible for the overall high standard of hygiene and cleanliness in the hotel.
* Responsible for record maintaining and up keeping on day-to-day basis.
* Responsible for inventory management and control.
* Coordinating with engineering department Prepare Annual Housekeeping Budget.
* Pay particular attention while organizing pest eradication activities.
* Prepare reports for management information

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| --- | --- |
| **Assistant Manager Housekeeping** | May 2009 – April 2013 |
| ITC Fortune Park Vallabha | Hyderabad |

* Maintaining of standards in Public area and guest rooms
* Coordinating with Front office and Engineering departments
* Taking training sessions on equipment and chemicals
* Coordinating with Front office for group arrivals ‘and VIP arrivals’
* Monitoring Lost and Found Register
* Generating Reports on Missing Damage report

**Housekeeping Supervisor September 2008 – February 2009**

Rayhaan Al Marwa Hotel by Rotana Mecca, Kingdom of Saudi

* Maintaining of standards in Public area and guest rooms
* Coordinating with Front office and Engineering departments
* Taking training sessions on equipment and chemicals
* Coordinating with Front office for group arrivals ‘and VIP arrivals’
* Monitoring Lost and Found Register

**Assistant Housekeeper** January 2006 – September 2008

ITC Fortune Murali Park Vijayawada, AP

* Coordinating with Front office and Engineering departments
* Taking training sessions on equipment and chemicals
* Coordinating with Front office for group arrivals ‘and VIP arrivals’
* Monitoring Lost and Found Register

**Junior Executive Housekeeping** May 2004 – July 2005

The Leela Palace (The Kempinski Group) Bangalore, KA

* Maintaining of standards in Public area and guest rooms
* Coordinating with Front office and Engineering departments
* Taking training sessions on equipment and chemicals
* Coordinating with Front office for group arrivals ‘and VIP arrivals’
* Monitoring Lost and Found Register

**Education:**

**Board of Secondary Education**

Sri Kakatiya High School Vijayawada, AP

**Board of Intermediate Education**

Sri Kakatiya Educational Institutions Vijayawada, AP

**Bachelors in Commerce**

Nagarjuna University Guntur, AP

**Diploma in Hospitality Management**

The American Hotel & Lodging Educational Institute Visakhapatnam, AP

**Personal Information:**

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| --- | --- |
| Date of Birth: | 13 - April - 1980 |
| Father's Name: | M M Subhani |
| Mother's Name: | Munwar Begum |
| Spouse’s Name: | Sonia Syed |
| Nationality: | Indian |
| Marital Status: | Married |
| Languages Known: | Telugu, English & Hindi |

**Declaration:**

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

Place: Vijayawada

Date: 22-11-2021

(Md. Hussain Shavali)