****

**MAMTA NAYAK**

**Address**: At/Po padmapur, Eartal, Bhadrak, Odisa, India

**Phone Number**: 91-*8117846218/9016378989*

**Email**: mamtaraninayak1998@gmil.com

**Career Objective:**

To become an integral part of an organization. Zeal to learn with hard work, experience and honesty. To continue to grow in leadership and knowledge, interact and share with team members and colleagues and develop solutions to real world challenges.

**Area of Interest: Housekeeping**

**Educational Qualification**:

* Passed 10+2 from odisa Board. In 2016.
* Passed 10th from odisa Board in 2014.

**Professional qualification:**

* Completed advanced diploma in hotel management & catering technology in R.I.H.M Balasore, odisa, (India) in 2016.

**Computer Proficiency:**

* Knowledge of basic operating, MS office, Internet & familiar with IDS Software.

**Scope of Work:**

● Good knowledge in handling guest requests.

● Good knowledge of Housekeeping operations.

● Responsible for Departmental keys and guest room master cards.

● Responsible for all calls coming to the Desk and to convey the right message to the right person.

● Maintaining records related to day to day operations of Housekeeping..

● Supervise, instruct, plan, and assign work to building cleaning staff.

● Inspect vacated rooms, corridors, service rooms or halls, stairs, public lavatories, lobbies, lounges and vending

Areas for cleanliness/order.

● Report damages, losses and supply shortages to supervisor.ok

● Receive any complaints and report to appropriate individuals for necessary action or adjustment.

● Prepare/maintain necessary records/accounts.

● Participate in periodic heavy cleaning tasks and routine housekeeping duties, as required.

● Maintain inventory of linen/supplies.

● Maintain lost and found control point.

● Oversee safe use of cleaning equipment and supplies.

● Perform other related duties, as assigned.

**Professional Experience:**

* **Housekeeping desk Attendant** – 4\* - HOTEL SUBA GRAND in DAHEJ GUJARAT from July 2018 till date present.
* Six months practical training experience of Industrial training in Radisson Blu, Nagpur from October 2017 to April 2018.
* Three month outdoor catering and casual training in city hotel balasore, odisha From July 2017 to September 2017.

**Hobbies:**

* Working on challenging and creative assignments.
* To participate in cultural activities &. Reading Books
* Listening music, playing carom

**PERSONAL DETAILS**

* Nationality: Indian
* Date of Birth: 14/01/1998
* Father Name: Niranjan Nayak
* Height: 4’ 11”
* Marital status: Single
* Present Address: Gujarat
* Permanent Address: Bhadrak (ODISA)

**Mamta Nayak**