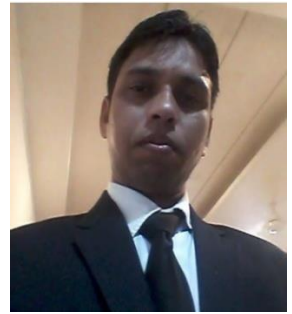


CURRICULUM VITAE

RAKESH KUMAR RAVIDAS

Mob: - 7255989181/9525923241

Email: - rakeshkumardas7739@gmail.com



Career Objective:-

Highly motivated person with good attitude strong and developed skills keen to become a part of leading organization and fulfill the desire of acquiring knowledge and pleasure in working with the most competent profession and participative management professional; result focused, entrepreneurial and practical. Progressive leadership experiences have created a passion for surpassing financial and service objective via a combination of world class service delivery, lean operating methods, renewed directions and incentives driven rewards for the team achievement. Derive genuine pleasure from transforming high potential staff into outstanding leaders demonstrating the creativity critical to financial and operational success.

Core professional competencies include:

- *Housekeeping operation management*
- *Labour and cost control*
- *Inventory control*
- *Guest relationship and management*
- *Team building and staff retention*
- *Operations and maintenance*

Educational Qualification:-

- *Passed B.com from Magadh University Bodhgaya in the year 2012.*
- *Passed I.com from B.S.E.B Patna in the year 2009.*
- *Passed 10th from B.S.E.B Patna in the year 2005.*

Professional Qualification:-

- *Completed M.B.A in Hotel Management from Indian Institute of Business Management Patna in the year 2015.*
- *Completed Six Month Hospitality Training from CAP Foundation Gaya in the year 2011.*

Industrial Experience: -

- ❖ *Working as Executive Housekeeper in **Regalia Hotels** (Tirupati) Andhra Pradesh from 1st June 2022 to till now.*
- ❖ *Worked as a Executive Housekeeper in **Lords Hotel & Resort** Jaipur (Rajasthan) from 16th Jan 2020 to 4th Feb 2022.*
- ❖ *Worked as a Assistant Executive Housekeeper in **Tree House Hotels & Resorts**, Anjuna (Goa) from 10th Dec 2018 to 12th Jan 2020.*
- ❖ *Worked as a Housekeeping Supervisor & Executive in **Daiwik Hotels Pvt.Ltd**, Shirdi (Maharashtra) from 08th June 2015 to 22nd Nov 2018.*
- ❖ *Worked as a Guest Service Associate in **Nimba Nature Cure Village** (Ahmadabad) 29th Jan 2015 to 03rd June 2015.*
- ❖ *Worked as a Guest Service Associate in **Ramada Hotels & Resorts** (Jamshedpur) from 22nd Dec 2013 to 13th Jan 2015.*
- ❖ *Worked as Guest Service Associate in **Mayfair Hotels & Resorts** (Darjeeling) from 10th April 2012 to 25th Oct 2013.*

Applied Post: -

Executive Housekeeper

Responsibilities: -

- *Ability to work well under pressure.*
- *Ability to manage multiple tasks and think outside the square.*
- *Ensuring appropriate chemical safety & room cleanliness standards through daily inspections.*
- *Resolution & the willingness to use initiative & assist in solving problem and guest complaints.*
- *Assigns HK attendants their duties and inspect rooms as per standards of cleanliness.*
- *Investigates complaints regarding housekeeping service and equipment and takes corrective action.*
- *Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.*
- *Coordinates work activities among departments.*
- *Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.*
- *Inventories stock to ensure adequate supplies.*
- *Evaluates records to forecast department personnel requirements.*
- *Performs cleaning duties in cases of emergency or staff shortage.*
- *Establishes standards and procedures for work of housekeeping staff.*

Languages known:-

English

Hindi

Personal Details:-

Father's Name :- Mr. Jugut Ravidas

Date of Birth :- 12/08/1988

Nationality :- Indian

Gender :- Male

Permanent Address: -

Vill :- Sagarpur

P.O :- Itwan

P.S :- Mohanpur (Gaya) Bihar -824231

Declaration

I do here by confirm that all above information is true to best of my knowledge and belief.

DATE: -

PLACE: - GAYA

(RAKESH KUMAR RAVIDAS)
