**Sir/Madam,**

**With regards from Rana, currently I am working as "Deputy Manager- Housekeeping" in " Clarks Shiraz" Agra, since November 2018. It is a 5 star deluxe property run by “U.P.Hotel Ltd.”. It is 237 rooms property. I am working as HOD of the department.**

**Though I have a vast experience in “ Room Division” but I have a thorough knowledge in handling FnB & Banqueting service, Front Office, sale and marketing , store management. I have experience in pre- opening of hotel's setup, budgeting of department(Capex, L&P) and making of SOPs for the department.**

**“**

**Personal Information**

**Name                   : RANA DHAR  
Date of Birth          : May 14, 1977  
Gender : Male  
  
                Contact Information**

**Email-Id : ranadhar77@gmail.com  
Country : INDIA**

**Current Location    : Agra.**

**Phone : (M) 09635350466 /07596880602**

**Work Experience**

1. **Worked as "Executive Housekeeper" in "Ramada Resort" Kumbhalghar, Rajasthan, since January 2017 to November 2018. It is a 5 star resort property run by “Wyndham Groups of Hotels”. Work as a pre-opening team.**
2. **Worked as ‘Executive Housekeeper’ in "Clarks Inn Groups Of Hotels" Deoghar, since January 2016 to December 2016.**
3. **Worked as ‘Executive Housekeeper’ in "The Chariot Resort & Spa" Puri, since September 2014 to December 2015. It has 144 rooms & 5 star resort properties.**
4. **Worked as ‘Executive Housekeeper’ in “Ramada Plaza” Varanasi, it is a ‘Wyndham Groups of Hotels’ run property since June 2010 till August 2014. It is a 5 star deluxe property with 120 rooms.**
5. **Worked as ‘Executive Housekeeper’ in “Fortune Park Galaxy” Vapi, Gujarat it is an ‘ITC-WELCOMGROUP’ hotel from November 2009 to May 2010. It is a 4 star deluxe hotel and has 115 rooms.**
6. **Worked as ‘Executive Housekeeper’ in "Park Plaza" Mussoorie, from October 2008 to November 2009. It is a 4 star deluxe resort of ‘Sarovar Groups Hotels’.**
7. **Worked as ‘Housekeeping Manager’ in “The Country Club De Goa” Goa, from January 2008 to October 2008. It is a 4 star resort.**
8. **Worked as 'Asst. Manager (H/K)' in the hotel “Toshali Sands” Puri, from January 2007 to January 2008. It is a 4 star hotel with 120 rooms.**
9. **Worked as 'R.D.M' in the hotel “The Desert Resort”, Mandawa, Rajasthan from July 2006 to January 2007. It has 80 rooms & it a heritage group's of hotels, it mainly deal with foreigner. It is a 3 star hotel.**

**Job Profile Of R.D.M**

**Checking of the rooms maintenance & renovation, making budgets/inventory of H/K & F.O dept., allot the rooms for V.I.P arrivals handling the reservation & guest complaints, taking the rooms reservation & rooms allotments for guest, meeting with guest & the suppliers of H/K items. The main priority is to look guest satisfaction.   
  
 9. Worked in “Park Plaza” Jodhpur, as 'Housekeeping Executive' from January 2006 to July 2006 which is a 'Sarovar Groups Hotels'. It is a 4 star deluxe hotel. Work as a pre-opening team.**

**10. Worked as ‘Executive Housekeeper’ in “Hotel Sinclairs” Darjeeling, since January 2003 which is a 3star hotel till January 2006.**

**11. Worked as ‘H/K In-charge’ in “Hotel Victerrace”, Kolkata since November 2001 to December 2002, it has 47 rooms.**

**12. Worked as ‘Supervisor’ in “Hotel Dynasty”, Guwahati, Assam since November 1999 to October 2001 which is a 4star deluxe hotel and it has 84 rooms.**

**13. Worked as ‘Supervisor’ in “Hotel Hilltone”, Mt.Abu, Rajasthan since February 1999 to June 1999 which is a 3star hotel and it has 68 rooms.**

**Job Profile Of Executive Housekeeper**

* **Responsible for upkeep & cleanliness of the properties as per as standards.**
* **Vendor Management/ Meeting with the suppliers.**
* **Property Management.**
* **Prepares or provide input to daily work planning & performance reviews.**
* **Updating with latest development in H/K Dept.**
* **Make sure that guest is satisfied.**
* **Ensuring that all area is checked prior to guest arrival.**
* **Develops & implements new or improve system and procedures.**
* **Proper communication maintenance between co-related departments.**
* **Budgets/inventory of H/K Dept.**
* **Giving the training to the staffs for running the dept. smoothly.**
* **Taking interviewed for recruiting new staffs, making the staffing.**
* **Making Month End Report (MER) of dept.**

**IT Skills**

**Window 9x & M.S office2000, Xml, Dhtml, VB Script, Unix, C+, C++, C#, .NET**

**CURRICULUM VITAE  
  
             Name : RanaDhar.**

**Nationality : Indian.  
          Religion : Hindu.  
   Marital Status : Married.  
Permanent Address : C/o. R.C.Dhar.  
                         Manicktola Housing Estate; Flat No.- Z/6;  
                         V.I.P. Road; Kolkata-700054(W.B)**

**GENERAL PHYSICAL HEALTH**

**Height :           175 cms.  
Weight :             70 kgs.  
Eye-Sight   :       Left Eye     - 4.0**

**Right Eye   - 4.0**

**EDUCATIONAL QUALIFICATION**

**1. A.I.S.S.E (C.B.S.E) from K.V. Salt Lake No.1 in 2nd Division.**

**2. A.I.S.S.C.E (C.B.S.E) from K.V. Salt Lake No.1 in 2nd Division.**

**3. Diploma in Hotel Management from N.I.H.M.C (BBSR) in 1st Division.**

**4. Certification of I.T. Foundation (C.I.F) from Targett.**

**5. Diploma in Advance Software Technology from CMC.**

**6. Know the latest package of OPERA (FIDILO) & IDS.**

**INDUSTRIAL EXPERIENCE  
  
 Industrial Training has been done from “Hotel Airport Ashok”, Kolkata, 1997-98. It is a 5 star hotel of ‘ITDC’.**

**LANGUAGES KNOWN**

**English; Hindi; Bengali (Regional Language)**

**RANA DHAR.**

**Dated:-**