**Asst. Manager**

**Housekeeping**

**Satish J. Dabhade**

**At. Po. Aurangabad, Maharashtra**

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**Summary**

⮚ Organize, supervise and coordinate the work of

housekeeping staff on day to day.

⮚ Ensure excellence in housekeeping sanitation, safety,

comfort and aesthetics for hotel guests.

⮚ Prepare duty rosters and supervise the discipline and

conduct of her staff.

⮚ Carry linens towels, toilet items, and cleaning supplies using

wheeled carts.

⮚ Recruit new employees and train them for the housekeeping

jobs.

⮚ SOP follow-ups for maintain the brand standard.

⮚ Search and test new techniques and products in the market.

⮚ Follow-up pest control services.

⮚ Handling daily in-house Laundry Operation.

⮚ Maintain regular inventory and checking of furniture, linen,

uniform, equipment’s.

⮚ Approval of supply requisitions for the housekeeping and to

maintain minimum stock and cost control procedures for all

materials.

⮚ Checks And Maintain Machines In Laundry Prepares Job

Orders And Co-Ordinate With Engineering For Follow Up.

⮚ Check the reports, files, registers maintained in the

administration department.

⮚ Clean rooms, hallways, lobbies, lounges, banquet,

restrooms, corridors, elevators, stairways, locker rooms, and

etc.

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**Experience**

**Asst. Manager Housekeeping (HOD)**

⦁ **Aakar Lords Inn. ( Lords Group Of Hotels ) Saputara Gujarat.**

**From 16 Feb. 2020. To 05 March 2021**

**60 Rooms – Deluxe Executive, Elite. Suite, 3 Floor, Restaurant,**

**Banquet hall, Swimming Pool, Lawn. Gym, Activity room.**

➔ **Handling all over housekeeping operation**

**Asst. ManagerHousekeeper (HOD)**

⦁ **Saya Grand Club & Spa Resort, Thane Mumbai, Maharashtra**

**From 25 May 2019 To 30 December 2019.**

**101 Rooms- Executive, Club, Honeymoon Suite, Family Suite,**

**Executive suite, Villas, Presidential Suite.**

**4 lawn, tow banquet, tow restaurant, gym, games zone, spa,bar,**

**mini theater.**

➔ **Handling all over housekeeping operation**

**Asst. Manager Housekeeping (HOD)**

⦁ **Top3 Lords Resort & Spa, Bhavnagar Gujarat. ( Lords Group**

**Of Hotels ) From 07 October 2017. To 30 April 2019**

**42 Rooms – Deluxe Executive, Suit. 4 Floor, One Banquet Hall. Three**

**Lawn, One Coffee Shop, One Restaurant, Spa, Swimming Pool, gym.**

➔ **Handling all over housekeeping operation**

**Housekeeping Executive**

⦁ **Quality Inn Palms Gandhidham Gujarat. (Choice Group of**

**Hotels)**

**From 26 January 2017 to 24 September 2017**

**95 Rooms – Deluxe, Superior, Platinum Suite, Standard Premium,**

**Premium Suite. Plus Two Bungalow, 7 Floor, Tow Restaurant, One**

**Coffee Shop, 3 Banquet Hall Swimming Pool, Gym, Three Lawn.**

**Housekeeping Supervisor**

⦁ **Top3 Lords Resort & Spa Bhavnagar Gujarat.( Lords Group Of**

**Hotels )**

**From 01 November 2014.To 23 January 2017**

**42 Rooms – Deluxe, Executive, Suit. 4 Floor, One Banquet Hall. Three**

**Lawn, One Coffee Shop, One Restaurant, Spa, Swimming Pool, gym.**

**Job Training / GSA**

⦁ **Pradhyuman Lords Inn ( Lords Group Of Hotels )**

**Gujarat. (Royal Orchid Group of Hotels)**

**From 18 October 2013 to 29 October 2014.**

**60 Rooms – Deluxe, Executive, Pent House.8 Floor Tow Banquet,**

**Tow Restaurant, One Coffee Shop, One Lawn.**

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**Education** ⦁ **Completed my higher secondary at bord of , Maharashtra in**

**2011.**

⦁ **Completed professional Hospitality Management at**

**Pratham institute of hospitality management in housekeeping**

**department Aurangabad. In 2013.**

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**Skill** ⦁ **Proper decision maker and motivator.**

⦁ **Positive attitude and team player.**

⦁ **Good time and team management.**

⦁ **Smart Work & Confident Positive Mind**

⦁ **Always guest assist & guest satisfaction.**

⦁ **High learning Skill**

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**Computer/Software** ⦁ **MS-Word, MS-Excel, MS-PowerPoint, Internet, LAN &**

**Hardware.**

⦁ **PMS Software Knowledge of IDS.**

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**Fire Safety** ⦁ **Check floor /public Fire Cylinder Issue Date and Expire**

**Date and Clean. And conditions.**

⦁ **Check Smoking Detector and Sprinkler, Rooms and Public**

**Areas.**

⦁ **Make a Schedule for Fire Training in Monthly with the**

**engineering team.**

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**Personal Date of birth : 18 October 1994**

**Language : Hindi - English - Marathi**

**Marital Status : Single**

**Last Salary : 25 in Hand**

**Reason To leave last job : Covid Situation, Property close.**

**Join new organization : Within 5 days**

**Prefered Location : Maharashtra - Gujarat - Goa**

**Salary Acceptation : Depends on Organization**

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**Declaration**

**“I hereby declare that the facts given above are genuine to the best**

**of my knowledge and belief.” “All the information mentioned above**

**in the CV is correct to the best of my knowledge and belief.” “All the**

**details mentioned above are true and correct to the best of my**

**knowledge and beliefs.”**

**Thanks & Regards**

**Satish Dabhade**