



SAURABH DUBEY

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Career Summary

A highly experienced Executive Housekeeper who can rely on to exercise exceptional attention to detail, speed and accuracy in anything she does. Overall, Alan has worked in the hospitality industry for 10 years, and from which she has learnt how to accurately anticipate guest as well as operational needs. She has all the skills that you are looking for in the ideal candidate.

Employment History

Pre Opening Claresta hotel and resort Spa Hosur Tamil Nadu

Executive Housekeeper , 2023 - Present

- Direct and control the staff and operations of housekeeping departments.
- Ensure rooms and property are clean and presentable..
- Have coordinate between housekeeping crews in order to inspect assigned areas and to ensure standards.
- Inspect all areas and take corrective measures in order to meet Hotel's Standards in terms of cleanliness, maintenance, and supply.
- Handel HR and Administrative paper work for Other Junior Housekeeping Staffs, if needed
- Supervise the day-to-day cleaning of hotel public areas.
- Communicates areas that need attention to staff and follows up to ensure understanding.
- Supervises daily housekeeping shift operations and ensures compliance with all housekeeping policies, standards and procedures.

Pre Opening The Emerald Club And Resort Spa Rajkot Gujarat

Executive Housekeeper, 22th June 2022 - 28th March 2023

- Direct and control the staff and operations of housekeeping departments.
- Ensure rooms and property are clean and presentable..
- Have coordinate between housekeeping crews in order to inspect assigned areas and to ensure standards.
- Inspect all areas and take corrective measures in order to meet Hotel's Standards in terms of cleanliness, maintenance, and supply.
- Handel HR and Administrative paper work for Other Junior Housekeeping Staffs, if needed.

The Gateway Taj Group of Hotel Gir Gujarat

Assistant Manager Housekeeping - 11th February 2021-27th May 2022

- Supervise the day-to-day cleaning of hotel public areas.
- Communicates areas that need attention to staff and follows up to ensure understanding.
- Supervises daily housekeeping shift operations and ensures compliance with all housekeeping policies, standards and procedures.
- Participates in departmental meetings and continually communicates a clear and consistent message regarding the departmental goals to produce desired results.
- Participates in employee progressive discipline procedures and Review employee satisfacti results.

Narayani Heights Hotel And Resort Ahmedabad Gujarat

Executive Housekeeping, - 10th April 2019 - 30th November 2020

- Checked, efficient and orderly management of cleaning, servicing and repairing of guestrooms.
- Kept an inventory of all housekeeping supplies and check it regularly.
- Provided the front office with a list of rooms ready for allotment to guests.
- Prepared annual housekeeping budget.

Pre Opening Danah Aljubail Suites By Hotel Ghanim Saudi Arabia

Housekeeping Supervisor - 08th January 2018 - 14th February 2019

- Oversee staff on a daily basis.
- Schedule shifts and arrange for replacements in cases of absence.
- Motivate team members and resolve any issues that occur on the job
- Ensured compliance with safety and sanitation policies in all areas.
- Train housekeepers on cleaning and maintenance tasks.
- Established and educate staff on cleanliness, tidiness and hygiene standards
- Respond to customer complaints and special requests

- Monitor and replenish cleaning products stock including floor cleaner, bleach and rubber gloves

Pre Opening Ramada Encore By Whydham Bangalore

Housekeeping Sr. Supervisor - 10th February 2016-24th November 2017

- Train housekeepers on cleaning and maintenance tasks
- Oversee staff on a daily basis
- Checked rooms and common areas, including stairways and lounge areas, for cleanliness specially Floor and others public Areas.
- Motivate team members and resolve any issues that occur on the job

Sai International Hotel Davangere Karnataka

Housekeeping coordinator, 04th March 2013 -29th December 2015

- Arrange and assist in daily housekeeping chores.
- Trains new staff, participates in interviews for hiring and annual evaluations with the Event Services and Housekeeping Director.
- Maintains physical inventory levels of cleaning supplies, guest room amenities and public bathroom amenities.
- Interacts with Guest services department to ensure guest satisfaction in friendly and professional manner

Education

Garia Ram Krishna Hotel Management Studies Bangal Indial

Diploma, Graduated May 2018

Madhyamik High School Bilaspur, Chhattisgarh Indian

High School , Graduated August - 2016

Indian institute of Schooling education , Uttar Pradesh

School Leaving Certificate, Graduated June 2014

Professional Skills

Hygiene knowledge Advanced

Hotel Operations & Hospitality Law Knowledge

Strategic Planning & Goal Oriented

Delegation, Problem Solving Skill and Reliability

Leadership & Team Management Skill

Conflict Management and Work ethics skill

Advanced Advanced Advanced Advanced Advanced

Professionalism, Delegation & Reliable

Building Trust, Adaptability & Active Listening

Advanced Advanced

Professionalism & Disciplined Advanced

Critical Thinking and Observation Advanced

Languages

Gujarati - Native

English - Fluent

Hindi - Fluent

Arabic - Fluent

Personal Strength

- Excellent communication skills.
- Good in Time Management and Teamwork
- Quick learner and Prioritizing task.
- Organized, Optimistic & Motivated
- Clam & Creative
- Flexibility, Adaptability, and Analytical.
- Ability to work under pressure and with deadlines
- Willingness to learn and improve

Personal Information

Date of Birth 10 August 1995
Nationality Indian
Gender Male
Marital Status Married
Passport No U8730781
Date of Expiry 18 Sep 2028

Certifications & Awards

Certification

- I Clean program for Covid-19 from Danah Aljubail Suites By Hotel
- I Clean program for Employee Of The Month Radisson Green Hotel

Declaration

"I hereby declare that all the above-mentioned information is in accordance with fact or true up to my knowledge and I bear the responsibilities for the correctness of the above-mentioned particulars." –Saurabh Dubey