



Baljit Singh

Housekeeping Supervisor

**SKILLS**

Problem Solving Adaptability

Collaboration Strong Work Ethic

Time Management Critical Thinking

Handling Pressure

Leadership

**EDUCATION**

**Industrial Trainee**

*Chokhi Dhani Resort, Jaipur*

* Counted raw materials and equipment to support inventory cycle counts.
* Loaded, unloaded and moved materials to restock raw materials.
* Worked alongside senior team members to learn related job tasks and roles.
* Assisted with administrative tasks to better understand industry processes.

**EXPERIENCE**

Proficient Housekeeping Supervisor trained in hotel operations, cleaning procedures and health and safety regulations. Organizes and assigns housekeeping tasks to divide workload evenly amongst personnel.Maintains specified standards of cleanliness to promote guest comfort.

**CONTACTS**

**RESUME OBJECTIVE**

**Email:**baljitsingh498@gmail.com

**Phone:**9592793651

**Address:** VPO Sangatpura The Bagha Purana Distt Moga **(Punjab)**

**Guest Service Associate (10 Months)**

*Hotel Ramada, Amritsar*

* Supervised and supported housekeeping personnel to maximize quality of service and performance.
* Submitted repair requests to maintenance team to reduce operating costs and improve energy-saving strategy.
* Placed housekeeping staff on specific shifts and room blocks based on abilities and daily requirements.

**Class XII**

Senior secondary boy School bagha purana – 69%

**Guest Service Associate (6 Months)**

*Hotel The Vedanata Sara, Jaipur*

* Supervised and supported housekeeping personnel to maximize quality of service and performance.
* Stocked room attendant carts with supplies to keep carts organized and clean.
* Interacted pleasantly with clients and guests when performing daily duties.





Listening To Music

Cricket

**Hobbies:**

Hindi , Punjabi

**(First Language)**

English

**(Intermediate)**

**Language:**

**Mr Ajay Kumar**

Operations Manager

Hotel Mirage, Mohali

**Reference:**

**Housekeeping Supervisor (Present)**

*Hotel Mirage, Mohali*

* Managed client laundry with proper care and attention to needs of different linens and articles of clothing.
* Laundered sheets and removed stains to restore linens to pristine condition.
* Collaborated with front desk to respond promptly to guest requests and promote positive experience.
* Reviewed employee performance and devised improvement plan to achieve goals.
* Created schedules, shift reports and other business documentation to coordinate housekeeping needs.
* Submitted repair requests to maintenance team to reduce operating costs and improve energy-saving strategy.

**Guest Service Associate (15 Months)**

*Fairfield By Marriot, Jaipur*

* Liaised with vendors to obtain best pricing for housekeeping supplies and guest toiletries.
* Commanded controls over expenses and inventory for optimal budget tracking.
* Established hands-on, proactive management style to facilitate improvements to workflow and room turnover.

**Housekeeping Supervisor (6 Months)**

*Royal Sheraton, Amritsar*

* Supervised and supported housekeeping personnel to maximize quality of service and performance.
* Stocked room attendant carts with supplies to keep carts organized and clean.
* Collaborated with front desk to respond promptly to guest requests and promote positive experience.
* Reviewed employee performance and devised improvement plan to achieve goals.
* Created schedules, shift reports and other business documentation to coordinate housekeeping needs.