**Resume**

**Name: -**Suyog Suresh Salve. **Address:-**BhimnagarBhavsinghpura, Near Pethenagar

**Email ID**:-[suyogsalve209@yahoo.in](mailto:suyogsalve209@yahoo.in) NisargColony, Plot no.116, Aurangabad.

**Mob. No: -**9130180619/9960862035. Dist. – Aurangabad, Pin – 431001.

* **Career Objective:-**

To achieve a prominent position in the organization I am working with through my continuous learning and hard work which will help the organization to grow.

* **Hotel Software knowledge:-**
* IDS Fortune 4.1
* RMS 9
* **Key Skills:-**
* Computer proficiency (MS- Word , Excel , PowerPoint)
* Ready to take responsibilities
* **Job Responsibilities:-**

1. Maintain positive communication with the team.
2. Maintain a high level of guests services and make sure that all guests queries or requests are handled in polite and efficient manner.
3. To be responsible for the efficient and odererly management of guests room cleaning serving and reporting of rooms statistics.
4. To keep an inventory and check it regularly
5. To provide the F.O with a list of rooms ready for assignment to guests.
6. Promote high standards of personal hygiene among the team.
7. Ensure that the grooming standards are maintained at all times.
8. Maintain a high level of products knowledge of the different events and the local area and functional areas.
9. To make sure that all the records are up to date
10. Attain the meetings.
11. Hire & discharge the employees,when required.
12. Preparing housekeeping budget.
13. Preparing monthly M. I. S report.
14. Reporting to G. M Sir daily.

* **Work Experience:-**

1. Six months training in Hotel Hardeo Sitabuldi, Nagpur – from 07-07-2009 to 21-01-2010.
2. One and half year of experience in Hotel Taj Residency, Aurangabad as a room attendant –

from 10-02-2010 to 15-08-2011.

1. Two and half year of experience in Hotel Keys the Aures, Aurangabad as a senior Housekeeping supervisor – from 20-08-2011 to 10-07-2014.
2. One year of experience in Hotel Green Olive, Aurangabad as a Housekeeping Executive – from 12-07-2014 to 29-10-2015.
3. 3 years worked with Hotel J.M Four,Pune as a Housekeeping manager from 02/11/2015 to 28/12/2018.
4. One year worked with The manor hotel,Aurangabad as a Housekeeping manager from 05/01/2019 to 25/02/2020.
5. One year worked with Clarks inn group of hotels Triguna clarks inn,Kurnool Andhra pradesh as a Housekeeping manager from 01/03/2020 to 28/02/2021.
6. Two years worked with Vits kamat group of hotels Silvassa as a Housekeeping manager from 01/03/2021 to 13/07/2022.
7. **One year worked with Hotel Temple Tree,Shirdi As a Housekeeping manager from 15/07/2022 to 22/07/2023.**
8. **Presently working with Chokhi Dhani Resort group hotels Indore (M. P)**

* **Personal Strengths :-**
* Ability to work hard under stress.
* Good team player.
* An enthusiastic and energetic professional.
* **Educational Qualification:-**
* Passed SSC from Little Flower High school, Aurangabad.
* Passed HSC from Milind College of Science, Aurangabad.
* Pursued B.SC in the Institute of Hotel and Tourism Management, Aurangabad.
* **Hobbies :-**
* Reading Newspaper.
* Playing cricket.
* **Personal Details :-**
  + **Name :-** Suyog Suresh Salve
  + **D.O.B :-** 07/08/1989
  + **Gender :-** Male.
  + **Marital Status : -** Married.

I hereby declare, that the above given information is true to the best of my knowledge and belief.

**Thanks & Regards,**

**Place:- Signature**

**Date:**