** Cirricularvitam**

**ARUN.V.R.**

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Subject : ***POST OF OPERATIONAL MANAGER***

**Career Objective**  : Seeking a challenging position in the Hotel & Catering Hospitality

service.

**Personal Appraisal**  : Efficient & Professional highly aggressive & dynamic hard working

& result oriented, very good inter personal skills.

**Educational Qualification** : 2013 - 2014 M.B.A (H.R) – Madurai Kamaraj University, Tamilnadu.

2001 - 2004 B.A (Philosophy) – Kerala University College, Trivandrum

2000 - 2001 Pre degree –University of Kerala, Trivandrum.

1999 – SSLC – S.M.V.Govt. Model H.S., Trivandrum, Kerala.

1995 – Sr. Secondary School (I STD to IX STD) – B.P.Sr.School,

Faridabad, Haryana

**Technical Qualification** : 2004 – 2006 PG Diploma in Hotel Management & Tourism, KITCO IITM,

Kowdiar, Trivandrum

2005, 14th Dec – 2006, 13th June. 6 months Industrial Exposure Training

In Housekeeping in “ TajVivantha” Kovalam, 5-star Delux, Trivandrum

2004, 17th Nov – 2005, 18th Feb. 3 months Industrial Exposure Training

In Housekeeping in “South Park” 4-star deluxe (Fortune Hotels) Trivandrum, kerala.

2015 – Computer fundamentals, Windows O/s, Ms Office & Internet

Concepts in Visual Soft Computer Education, Vizianagaram, Andhra.

Present working : Currently worked as a Resort manager inJoys hotels and Resorts,Munnar ( A four Star Hotel)

2017, April to july 2018

**Work experience** : **Position**: Deputy Housekeeper

**“Daiwik group of Hotels”** Managed by margh group Rameshwaram,

Tamilnadu.

2016, 1st Aug – 2016, 26th Dec

**Position:** Housekeeping Executive & Department Manager

“Bheemili Resorts” managed by Novotel (Vizag)-Accor Group of Hotels.

**Job Description:**

* Responsible for cleanliness, orderliness and appearance of the

entire Hotel.

* Brief assigned housekeeping staff, schedule duties & tasks and ensure follow-up.
* To check grooming and hygiene standards of all room boys and other staff.
* Ensure that rooms are made as per company standard.
* Prepare Annual Housekeeping budget.
* Maintain par stock of guest supplies, cleaning supplies, linen and uniform.
* Organize inventories with Accounts and general store for lines,

uniforms& fixed assets.

* Develop and implement Housekeeping systems and procedures
* Prepare reports for management information.Assist purchase department in selecting suppliers for items related to housekeeping.
* Plan, control and supervise Horticultural & Pest activities.
* Attending and resolving guest complaints.
* Utilizing interpersonal and communicational skills to lead, influence, and encourage others. Demonstrates honestly/integrity; leading by example.
* Making of MIS report.
* Responsible for all Housekeeping equipments.
* Responsible for all operational related training for all the team members.

2014, 14th Jan – 2014, 14th Nov

**Position:** Team leader - Housekeeping

“Turtle on the beach”-5 star Deluxe-a unit of Thomas Hotels & resorts

Managed by JHM Interstate, Kovalam, Trivandrum, Kerala.

**Job Description:**

* Ensuring that all the associates have proper supplies, equipment, uniforms and are a constant part of the ongoing training initiatives.
* Inspect each room completed by room attendants according to specified room check list.
* Check par stocks of linen and guest supplies and cleaning supplies on floor.
* Follow up on maintenance orders sent to engineering, sign, for work completed.
* To prepare cleaning schedules for various areas of the hotel.

2012, 14th May – 2014, 7th Jan

**Position:** Housekeeping supervisor

“UdayaSamudra” – 5 star Deluxe, Kovalam, Trivandrum, Kerala.

**Job Description:**

* Assign duties to the floor houseman and room attendants.
* Check par stocks of linen and guest supplies and cleaning supplies on floor.
* Inspect each room completed by room attendants according to specified room checklist.
* To maintain floor pantries and trollies in a clean and orderly manner.

2010,20th Sept – 2012, 21st Feb

**Position:**Housekeeping Supervisor.

“Residency Tower” – 4 star Deluxe, Trivandrum, Kerala.

**Job Description:**

* Participating and conducting daily briefing
* Desk handling
* Mini bar controlling
* Handling the lost & found section.

2006,10th July - 2010, 10th March

**Position:** Housekeeping Associate (G.S.A)

“LeelaKovalam”- 5 star Deluxe, Trivandrum, Kerala.

**Job Description:**

* Making rooms as per Hotel standards
* Handling turn down service
* Handling desk operations.
* Handling night shifts

**Personal details**

Date of birth & Age : 13.01.1981

Sex : Male

Religion : Hindu

Marital Status : Married

Father`s name : Vijayan. G

Mother`s name : Radhika. A

Wife name : Saritha.p(working in defence)

Languages known : English, Malayalam, Hindi, Telugu&Tamil

Hobbies : Reading books, Travelling & Playing Cricket

Permanent Address : Arun V.R.

VadakkevilaVeedu

Aryanad P.O.

Trivandrum 695542 Kerala.

References : Mr. Santhosh Jose

HR Manager

Joys Hotels and Resorts

Thrisur.

Mr. Mohit,Executive Housekeeper

Ramada Egmore

Chennai,Tamil Nadu

**Declaration**

I here certify that the partial furnished by me in this are true & corrected to the best of my knowledge.

Place: ARUN.V.R.

Date: