**SHARIB HUSAIN**

**Executive Housekeeper**

[**husain.sharib786@gmail.com**](mailto:husain.sharib786@gmail.com)

**+91 8010681232, 9990783669**

**Add- 212/07, Kardampuri Extn. New Delhi-110094.**

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**A Professional Housekeeper with more than 12+ years Experience in the Hotel Industry**

**& involved in All Housekeeping Operations.**

**Key Skills**

* Good knowledge of Computer Software, **“I.D.S”,** **“OPERA”** and **H.M.S.**
* **MS Office, word** & **Excel**.
* Internet surfing.
* Customer service.
* Good Communication Skills.
* Shift management.
* Inventory Management.
* Minibar & Store Controlling.
* Team Work.
* Team Management.
* Budget (Expense/Annual) Management.
* Cost Control.
* Prepare All Housekeeping Reports.

**Activities**

* Participated in sports programme.
* Reading Magazines & News Paper.
* Listening song & watching movies.

**Personality**

* Energetic, self-Motivated and Result Oriented.
* Good communication and good inter personal skills.
* Punctual, honest, sincere, dedicated & hard worker.

**Academic Qualification**

* Complete **“B.A.”** from **“M.J.P. Rohilkhand University”** Bareilly in 2009**.**
* Complete **“12th”** from **“U.P. Board Allahabad”** in 2006.
* Complete **“10th”** from **“U.P. Board Allahabad”** in 2004.

**Professional Qualification**

* Complete one & Half year diploma in **“Hotel Management”** from **“F.C.I. Aligarh”**

Affiliated by “**N.C.H.M.C.T.”,** New Delhi in year **“2007-2008”** with **1st Division.**

**Industrial Training**

* Complete 06 months **Industrial Training** from **“Hotel Ranbanka Palace”,** Jodhpur

(Raj.), in **Front Office, Housekeeping, F&b Service & Kitchen Departments** From

**01.06.2008 to 30.11.2008.**

**It’s A 88 Rooms (4 star) Heritage Hotel & Resort, Situated near circuit house**

**Jodhpur (Raj).**

**Industrial Experience**

* Presently Working in **“Hotel Ascent Biz”,** Sec-62, Noida (U.P.) as a **“Executive**

**Housekeeper”** from **25.03.22 to till date.**

**It’s A 45 Rooms (4star), Business class Hotel, Situated in sec-62, Noida, (U.P.).**

* Worked with  **“Hotel Park Ascent”,** Sec-62, Noida (U.P.) as a **“Assistant**

**Manager”** in **“Housekeeping”** from **24.12.18 to 20.12.21.**

**It’s A 72 Rooms (4star), Business class Hotel, Situated in sec-62, Noida, (U.P.).**

* Worked with **“Hotel the Hans”,** 15 Barakhamba Road, cannaught place New Delhi,

As a **“Housekeeping Executive”** from **11.04.2016 to 23.12.18.**

**It’s a 77 Rooms (4Star) hotel, situated in Barakhamba, cannaught place-Delhi.**

* Worked **(from pre-opening)** with **“Hotel Park Ascent”**, Sec-62, Noida (U.P.) as a

“**Housekeeping Supervisor”** from **15.10.2012 to 31.03.2016.**

**It’s A 72 Rooms (4star), Business class Hotel, Situated in sec-62, Noida, (U.P.).**

* Worked **(from pre-opening)** with “**Hotel Cambay Golf Resort & Spa Jamdoli”**,

Jaipur (Raj.), as a “**Desk Controller”** from **01.01.2012 to 30.09.2012.**

**It’s A 25O+ Rooms (5 Star with 47 acres) Hotel & Resort, Situated in Jamdoli,**

**Jaipur,(Raj).**

* Worked with “**Hotel Heritage Village Resort & Spa”,** Manesar, Gurgaon, (Haryana),

As A “**Room Attendant”** from **16.10.2010. To 30.12.2011.**

**{It’s A 154 Rooms (5 star with 17 acres) Hotel & Resort, Situated in Manesar**

**Gurgaon (Haryana}.**

**Job Responsibilities**

* Responsible for Cleanliness, orderliness & appearance of the entire hotel.
* Ensure that Rooms are made as per company standard.
* Prepare Annual Housekeeping Budget.
* Maintain par stock of guest supplies/amenities, cleaning supplies, linen & Uniform.
* Organise inventories with account & stores for guest amenities, linen, uniform,

Minibar items & fix assets.

* Pay particular attention while organising pest control activities.
* Develop & Implement housekeeping systems & procedures.
* Prepare Reports for management information & records.
* Assist purchase department in selecting suppliers/supply for housekeeping items.
* Plan, control & supervison for horticultural activities.
* Attending & Resolving guest complaints.
* Verification of Supplies consignments (Quality & Rates comparison).
* Organise Daily training & on Job training & evaluate its effectiveness.
* Approval of the functional manual of the department.( Amenities, linen &

Equipments).

* Daily inspection of Rooms & public areas.
* Daily briefing of all staff.
* Coordinate with Maintenance Department for PPM of Rooms & P/A.
* Check all Registers & Reports on daily basis.
* Check all VIPs Rooms.
* Assist to staff for Make the leave plan & Sign. Leave card.
* Assist to staff for make the plan for cost control.
* Take feedback from the guest for improve guest services.
* Assist to staff for make the duty roster.
* Initiate disciplinary action as and when required.

***PERSONAL DETAILS:-***

* **Fathers name**   **:-** Mr. Ashraf Husain
* **Date of birth :-** 15th June 1989
* **Nationality :-** Indian
* **Religion :-** Muslim
* **Languages Known :-** English, Hindi & Urdu.
* **Marital Status :-** Married
* **Sex :-** Male
* **Permanent Add. :- Sharib Husain** s/o **Mr. Ashraf Husain** Moh.

Nawada, Sahaswan, Distt. Badaun (U.P.) India.

Pin Code: - 243638.

* **Passport no:- :- N1581416**
* **Date of issue :- 10.08.2015**
* **Date of Expiry :- 09.08.2025**
* **E-mail Add. :-** [husain.sharib786@gmail.com](mailto:husain.sharib786@gmail.com)
* **Mob. No- :-** +91- 8010681232, 9990783669

I herely declare that all above mentioned details are true & correct to the best of my knowledge.

**PLACE: -**

**DATE: - \_\_/\_\_/\_\_\_\_ Sharib Husain**

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