

Satish Dhar Dwivedi

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Dear Hiring Manager

This is in reference to the advertisement in the Job portal regarding an existing vacancy of Executive Housekeeper. I wish to express my interest in joining your esteemed organisation.

Review of my credentials would confirm my experience as a seasoned and process driven housekeeping manager with more than 20 years of experience with strong affinity in housekeeping.

Being academically astute with proven track record for excellence, resourcefulness, initiatives & dynamic leadership. I have executed key positions of multifarious nature & capacities during long stint of career.

A glance through my resume attached along self familiarise you with my credentials.

I am confident of fitting in the slot as well as in the team. However should you desire personal interaction. I may be called upon where the possibility of our association could be explored further.

Best Regards,
Satish Dhar Dwivedi
Ph: +917054055494
Email: ehkcloudnine@gmail.com

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- Sodexo India Services Pvt. Ltd, Mundra , Gujarat** 01-05-2022 - To Present
Executive Housekeeper
Working as Executive Housekeeper at Sodexo India Pvt Ltd. It has 550 rooms, Restaurant, Recreation Room, Responsible for cleanliness all area like rooms, bathrooms, Administration office, Lobby, cafeteria, public area etc. Training to housekeeping about cleaning & Chemical uses & its dilution. Motivated staff for smooth operation, and give instruction, inventory, prepare planning for next cleaning etc.
- Cloud Nine, Pune, Maharashtra** 24/12/2019 - 30/03/2022
Executive Housekeeper
Worked as a Executive Housekeeper, Responsible for cleaning all area, briefing the housekeeping staff about cleaning, explain how to clean rooms, Bathrooms, Mirrors, floors, Marble, Table, Chairs, furniture, doors, walls etc. Uses of different types of equipment Machine like Scrub machine, carpet shampooing, Glass Machine, and uses of chemicals for different works. Prepare daily cleaning reports, and submitted all cleaning report to General Manager.
- Monteria Resort, Khalapur, Maharashtra** 15/01/2018 - 10-12-2019
Executive Housekeeper
It's a Five Star property with 106 rooms, and 5000 capacity Lawns and 2000 capacity Banquet. Handled the entire Housekeeping Department. Prepare duty allotment of staff, training, explain about cleaning agents and its uses. Briefing all staff about their duty & responsibility.
- The Lalit Mumbai, Maharashtra** 01/07/2015 - 31/12/2017
Housekeeping Executive
It's a Five Star Property with 369 rooms, Worked as Housekeeping Executive, Making duty roster, prepare cleaning log book, Explain Supervisor and Room attendant about duty allotment. And give instruction about cleaning. Explain about cleaning agents & its dilution and uses of different chemical, explain about deep cleaning, Marble deep cleaning and Noble, terranova marble maintaining. Prepare daily all cleaning report. And Submitted to Housekeeping Manager.
- Chokhi Dhani Hotel, Jaipur, Rajasthan** 03/03/2013 - 18/05/2015
Housekeeping Supervisor
It's a Five Star Property with 100 rooms, 4 Banquet hall, 5 restaurant, Worked as Housekeeping Supervisor, Checking all area like Rooms, bathroom cleaning, bed making, Bathroom Supply, Tea / coffee Supply Mini Bar etc. Use of Scrub machine, Marble polishing, carpet shampooing etc.
- Casino Hotel, Cochin, Kerala** 18/10/2010 - 30/01/2013
Housekeeping Supervisor
It's a Five star property, Worked as a Housekeeping Supervisor, checking room attendant works & public area attendant works cleaning. Learn Room attendant about room cleaning with different cleaning agent. Learn them about bed making and tiles Scrubbing and marble polishing with Noble & terranova maintaining. Prepare cleaning report about public area and rooms, admin office, Banquets, cafeteria etc.
- Hotel Taj, Cochin, Kerala** 26/11/2008 - 21/05/2010
Room Attendant

Its a 5 star property with 95 rooms located at Wellington Island, Cochin, Kerla. Worked as a Room attendant, Cleaning the rooms, bathrooms, making the beds, putting the bathroom amenities supply, Mini bar & tea/coffee supply etc.

- **Hotel Fidalgo, Panjim, Goa** 01/07/2007 - 28/02/2008
Industrial training
Worked as industrial training 8 Month in all department. It is a 4 star property with 101 rooms located in hearts of the city Panjim, Goa.

Education

- **Bundelkhand University** 2002-2006
Bachelor's of Hotel Management
Second
- **Satyam Computer & Education centre** 2009
CCFA
First Division
- **U. P. BOARD** 2000
Intermediate
Second Division
- **U. P. BOARD** 1998
High School
Second Division

Skills

- Leadership
- Problem Solving
- Communication
- Custmer service
- Time Management
- Decision making
- Team building

Publications

- **Blogs**
Write blogs upon Social activities and Social reforming.

Activities

- Watchhing Movie
- Listening Music
- Playing chess
- Playing Cricket

Languages

- English
- Hindi

Interests

- Cricket
- Chess
- Participating in Social activities
- Surfing through internet

Achievements & Awards

- Employment of the year 2020
- Employment of year best performance 2017

Personal Details

- Date of Birth : 14/01/1983
- Marital Status : Married
- Nationality : Indian
- Religion : Hindu
- Passport : R8887435
- Gender : Male
- Driving Licence : MH02 20070033565
- Place : Maharashtra

Software Knowledge

- IDS Software
- Inn Keys Software
- Hotel Software

Additional Information

Computer Diploma in Financial accountings



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