 ***Mizanur Hoque***

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# Objective

Functioned as Housekeeping Supervisor, a delivery oriented hospitality professional of proven ability and a track record of success. 4 & 6 month years’ experience within the hospitality industry with hands on operation. A confident communicator, forward thinking organization and would welcome a new challenge.

# Skills

* + Fast leaner, adapt well to changes and pressures at workplace.
  + Punctual and hardworking.
  + Team work.
  + Time management.
  + Positive attitudes.
  + To maintain the department rules & regulation throughout the all staff.
  + Excellent verbal and written communication skills.
  + Ability to handle a fast pace and busy work environment.
  + Eye for detail.
  + Ability to cope with situations and emergencies and making effective decisions.

# Key Achievements

* Awarded the “Employee of the Month” at **Park Regis Hotel Goa for** 3 time.
* Received guest feedbacks on trip advisor, trust you.

# Professional Experience

## PARK REGIS HOTEL GOA

### (HOUSEKEEPING SUPARVIOSER, FEBRUARY 2022 – TILL DATE)

* Inspect guest rooms, public areas, pool, etc. after being cleaned by Housekeeper to ensure quality standards.
* Verify room status, determine discrepant rooms, prioritize room cleaning, and update status of departing guest rooms.
* Document and resolve issues with discrepant rooms with the Front Desk.
* Prepare, distribute, and communicate changes in assignment sheets/work boards.
* Communicate issues to next shift. Complete required paperwork.

## PARK REGIS HOTEL GOA

### (HOUSEKEEPING ASSOCIATE, DECEMBER 2020 – FEBRUARY 2022)

* Maintaining and servicing guest rooms.
* Following the cleaning schedules to ensure rooms are impeccably clean and hygienic.
* Handled the minibar.
* Controlling the inventory of the minibar
* Ordering of minibar items as the stock reduces

## PARK HYATT HOTEL HYDERABAD

### (HOUSEKEEPING ASSOCIATE, JANUARY 2020 – NOVEMBER 2020)

* To prepare cleaning schedules for various areas of the hotel.
* To maintain floor pantries and trolleys in a clean and orderly manner.
* To maintain all the masseuse guest items.
* Towel art & Bed Decoration

## PARK REGIS HOTEL GOA

### (HOUSEKEEPING ASSOCIATE, JANUARY 2019 – JANUARY 2020)

* Maintaining and servicing guest rooms.
* Following the cleaning schedules to ensure rooms are impeccably clean and hygienic Responsible for issuing and maintaining the guest room keys

# Educational Qualification

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **INSTITUTE/BOARD** | **PERIOD (YEAR)** | |
| **FROM** | **TO** |
| **SSC** | **Brpeta Govt H.S School** | **2016** | **2018** |

# Computer Skills

* MS office 2003, 2007, Internet.
* Working knowledge of the I.D.S. Opera property management system.

# Personal Details

* Gender: Male
* Nationality: Indian
* Marital Status: Single
* Date of Birth: 05/12/1998
* Language: English, Hindi , Bengali , Assamese
* Hobbies and Interest: Playing carom.

Net Surfing and watching movies.

# References

* + Available on request

# Declaration

I hereby declare that the particulars given herein are true to the best of my knowledge and belief.

# (Mizanur Hoque)