

CURRICULUM VITAE

NEHA PAL

AMRITSAR

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OBJECTIVE:-

Experienced professional seeking a challenging position in the industry, leveraging expertise to enhance operational efficiency and drive business growth. Skilled in devising innovative solutions to address diverse business concerns and achieve strategic goals. A forward-thinking leader with a self-motivated and tactical mind set, excels at building strong relationships and applying critical thinking to make determined and decisive decisions.

QUALIFICATION:-

- 10th from Govt. Girls Inter College, Uttrakhand.
- 12th from Govt. Girls Inter College, Uttrakhand.
- Graduation: Arts from Kumauni University - Nainital, Uttrakhand
- MBA: Hotel Management Hotel & Catering Management Institute - Chandigarh

PERFESIONAL QUALIFICATION: -

- Basic knowledge of Computer

WORK EXPERIENCE: -

Housekeeping Executive (Aug 2019- Jan 2025)

Hyatt Regency Amritsar, Amritsar

- In charge of the desk operations
- Know and understand the operational procedures for all housekeeping operations
- Maintain a close working relationship with other departments
- Checking quality rooms
- Snag the care rooms and coordinate with engineering department
- Having a very good knowledge of Opera
- Triton and MMS (MATERIAL MANAGEMENT SYSTEM) and kazzam software and Winhms software

HK Associate (Dec 2013- Sep 2016)

The Leela Palace Udaipur, Udaipur, Rajasthan

Housekeeping Supervisor (Oct 2016- Jan 2018)

The Leela Palace Udaipur, Udaipur, Rajasthan

Housekeeping Supervisor (Aug 2018- May 2019)

The Leela Palace Chennai, Chennai

SKILLS:-

- Cleaning practices
- Task assignment
- Department coordination
- Employee evaluations
- Cleaning and sanitation
- Health and safety compliance
- Ordering cleaning supplies

PERSONAL DETAILS:-

<i>DATE OF BIRTH</i>	<i>: -</i>	<i>26, Sep 1991</i>
<i>GENDER</i>	<i>: -</i>	<i>Female</i>
<i>MARTIAL STATUS</i>	<i>: -</i>	<i>Married</i>
<i>LANGUAGES PROFICIENCY</i>	<i>: -</i>	<i>English, Hindi</i>
<i>NATIONALITY</i>	<i>: -</i>	<i>Indian</i>

DECLARATION:

It is certify that above information is true into my knowledge and assured you will give me chance to serve I will do my level best.

Date: Place: Amritsar

(signature)