



**ASHOK KUMAR RAJPOOT**

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**Job Objective:** Proven leader with 17+ years` success in managing a diverse range of housekeeping task. Well versed in maintaining high standards of excellence in the daily housekeeping operations. In depth know-how of leading housekeeping operations in accordance to hotel policies and procedures. Adept at monitoring and developing team member performance in terms of professional development and evaluations. Very effective in handling queries and complaints in a professional and resolution-oriented manner.

**RELEVANT CAPABILITIES**

- \*Special talent for planning, organizing, scheduling, maintaining budgets.
- \*Demonstrated ability to conduct inventories, and place purchase orders.
- \*Extensive experience in recruiting and training of staff.

**Professional Experience**

**Howard Johnson Plaza by Wyndham Dubai Deira      Sept 2023-Present**

**Executive Housekeeper**

Direct performance of housekeeping staff.

- \*Ensure maintenance and cleanliness of the hotel on a continuous basis.
- \*Preparing, Planning and implementing departmental operational budgets
- \*Conducted regular departmental audits to maintain consistency of brand and cost control

**Ramada (Worldwide) Wyndham      Jan 2017 –Oct 2023**

**Executive Housekeeper in Ramada Hotel Navi Mumbai**

- \*Direct performance of housekeeping staff.
- \*Ensure maintenance and cleanliness of the hotel on a continuous basis.
- \*Preparing, Planning and implementing departmental operational budgets

- Executive Housekeeper in Ramada ( Chandigarh)      May 2016 – Oct 2016**

**Svelte Hotel & Personal Suites Saket Delhi** Aug 2013 - Nov 2015**JUKASO Hotel, Palace & Resorts, Gurgaon** **Mar 2009 - Aug 2013****Ramada Plaza Hotel, Connaught Place Delhi** **Nov 2008 – Mar 2009**

**Uppal's Orchid Hotel, Near IGI Airport Mahipalpur**      **Oct 2004 – Jun 2008**

Heritage Village Manesar, Manesar Déc. 2003 – Oct. 2004

### **Housekeeping Supervisor**

- \*Planning housekeeping duty rosters of staff for various housekeeping activities
- \*changing the room status from Vacant dirty to vacant clean and changing the room status as per requirement .Coordinate with Engineering / Maintenance department for room maintenance

**Shipra Hotel, Noida**

**Nov 2002 – Dec 2003**

### **Housekeeping Supervisor**

- \*Prepare the room discrepancy list for Front office.
- \*Prepare the VIP amenities list & Min BAR consumption list.
- \*Prepare the missing / broken item register.
- \*Handle the lost and found procedures and all enquiries.
- \*Coordinate with Engineering / Maintenance department for room maintenance

**Noor-Us-Sabah Palace, (Welcome Group), Bhopal**

**Apr 2000 – June 2002**

### **Housekeeping Supervisor**

- \*Prepare the room discrepancy list for Front office.
- \*Prepare the VIP amenities list & Min BAR consumption list.
- \*Prepare the missing / broken item register.
- \*Handle the lost and found procedures and all enquiries.

### **Industrial Training**

**Oct 1999 – Apr 2000**

6 Month Industrial Training in -**Noor-Us-Sabah Palace, Bhopal (Grand Heritage Hotel, Franchised By Welcome Group)**

### **Professional & Educational Qualification**

**1999-2001** Post Graduate Diplomas in Accommodation Operation & Management from IHM Gwalior (Institute of Hotel Management)

**B.Sc (Math's) From Jiwaji University Gwalior**

**1996**

**N.C.C. " A & B" Certificate.**

**Computer knowledge of MS Word, Excel, Fidelio, IDS, POS**

**(ASHOK KUMAR RAJPOOT)**