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**VINOTH KUMAR K**

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Neelankari, Chennai 600 115.

**Email:**vinodh.kumar@live.com .

**Phone: (M)** 9933390901/9442320048

**Objective**

Seeking challenging assignments in the field of Hospitality, Facility management or Facultyto leverage experience and expertise with an esteemed and reputed organization and prove to be an asset to them.

**Summary**

* Over **18** years of extensive experience in **Housekeeping and Laundry Operations management**
* Proven ability as manager and team player
* Highly skilled in **planning, coordinating and directing** all daily activities pertinent to custodial functions
* Demonstrated ability to **hire, train, supervise, coach and counsel** housekeeping workers and team members
* Hands on experience in **managing daily systems use and management, cost control and overall productivity**
* In depth knowledge of assisting and **monitoring team members’ performances**, working towards delivering high-value services to customers and meeting their satisfaction levels.
* Polished appearance and **a professional demeanor with friendly and courteous manners**
* Highly skilled in overseeing the housekeeping department
* In-depth knowledge of property, laundry services, training, purchasing, renovations, safety, and accommodation
* Documented success during near about 15 years of progressive experience and responsibilities

**Educational Qualification**

* + **Diploma Hotel Management** fromCRM School of Hotel Management Madurai (T.N)
  + Basic Knowledge of Computer (Ex:-Ms. Word, Excel, Adobe Ps etc.)
  + **12th**passed from **Syed Ammal Hr.sec.school**, Ramanathapuram (T.N)
  + **10th** passed from **St.Joseph’s High school**, Ramanathapuram (T.N)

**Professional Synopsis**

**Organization Marasa Sarovar Premiere - Tirupati**

Position **Executive Housekeeper**

Working Status July’22 to Mar’25

**Organization Envirotech services property and facility Management**

Position **Manager Operations – Soft services**

Working Status June’21 to July’22

**Organization Faber Sindoori facility management Pvt ltd**

Position **Manager Housekeeping – Health care operations**

Working Status Nov’2020 to June’ 2021

**Organization Mayfair Group of Hotels & Resorts Pvt Ltd (Gangtok**)

Position **Executive Housekeeper**

Working Status Aug 2018 to July 2020

**Organization Novotel Golf Resort & Spa (Pre opening) Accor Group world wide**

Position **Executive Housekeeper(Nagpur)**

Working Status Mar 2018 to Aug 2018

**Organization Absolute Hotel Services, India (Eastin Hotel, U Tropicana Alibaug)**

Position **Executive Housekeeper (Alibag , Darjeeling )**

Working Status January 2017 to Mar 2018

**Organization The Empress Palace (Nagpur, Wardha Road)**

Position **Executive Housekeeper (100 Rooms + 50 Rooms + 30 Rooms)**

Working Status July2015 to December 2016

**Organization Mayfair Group of Hotels & Resorts Pvt Ltd (Gangtok, Bhubaneswar**)

Position **Manager – Housekeeping (Odisha, Sikkim)**

Working Status September 2012 to June 2015

**Organization Sterling Holidays Hotels & Resorts Pvt Ltd (Tamil Nadu**)

Position **Executive – Housekeeping Operations (Kodaikanal 105 Rooms)**

Working Status April 2011 to September 2012

**Organization Aloft Hotel (Starwood Group of Hotels) Bangalore (100 Rooms**)

Position **Refresh Supervisor Bengaluru**

Working Status May 2010 to April 2011

**Organization The Leela Palace, Bangalore**

Position **Jr.Executive (Udaipur, Bangalore, Goa)**

Working Status October 2007 to May 2010

**Achievements**

Reinforced and trained a group of 40 new housekeepers in various specialties within a tight deadline following the opening of the Leela Udaipur, Rajasthan.

Planned and facilitated team member daily meetings, increased output by 30%

Prepared and rendered yearly performance evaluations for housekeepers

Organized many Parties and Events with high Customer Satisfaction

Initiatives taken to control inventory

Retaining of guest

**Areas of Expertise**

**Operation/General Management:**

* + Responsible for the efficient and smooth operation of the Depts
* Monitor all sub activities for departments and maintain records of all expenses and control all costs for department and recommend ways to increase efficiency.
* Design all housekeeping policies and procedures according to required standards and schedule all rotational duties for staff.
* Maintain safety and hygiene and perform all appraisals for staff regularly and coordinate with various engineering and front office staff.
* Perform regular market surveys for all new products and suppliers and supervise all horticultural requirements.
* Analyze all competition businesses and plan all schedule for spring cleaning and pest control and perform regular audit on same and ensure compliance to all loss and found procedures.
* Manage and analyze all incoming supplies and ensure compliance to all specifications and prepare all reports to be presented to management.
  + Ensure all furniture to be clean at all times and ensure removal of all markings from all glasses and assist maintain neat and clean bathroom, regularly inspecting overall operation of Hotel Housekeeping & laundry premises

**Team Leadership/Team Training:**

* Lead the staff; make efforts to enhance their performance
* Efficient coordination with other department
* Managing and coordinating the staff and the other units of the Company
* Retaining of guest
* Understanding guest, their needand making him feel special and always trying to make his day special
* Ensure constant adherence to organizational standards in hygiene, cleanliness, maintenance of area and equipment under control; ensure that breakage, pilferage and spoilage in the outlet are kept minimum

**Personal Details:**

Name : Vinoth kumar. K

Father’s Name : Kumar. G

Mother’s Name : Thenmozhi K

Gender : Male

Languages Known : English, Hindi,Tamil

Date of Birth : 14.04.1988

Nationality : Indian

**declaration:**

I hereby declare that all the statements in these vitae are true, complete and correct to the best of my knowledge and belief.

**Vinoth Kumar K**