

## Komal Kumari

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Narasing Band, Burnpur

Asansol, west Bengal PinNo-713325

Phone No–6230061289



### ❖ OBJECTIVE:-

- About 11 year experience as a housekeeping Department & dedication to provide exceptional guest service coupled.
- A positive attitude.
- A growth oriented and challenging position, which will use the skills and ability developed through experience and Education.
- Ensure consistency in hospitality standards through flexible system and providing a high level service to achieve guest delight.
- Awarded as best employee of the month in Royal Orchid Central Grazia Navi Mumbai.

### ❖ ACADEMIC QUALIFICATION:-

- H.S (BSEB) 2008 YEAR OF PASSING.
- M.P (BSEB) 2005 YEAR OF PASSING.

### ❖ EDUCATIONAL QUALIFICATION (TECHNICAL)

- COMPUTER SKILL – DIPLOMA IN COMPUTER APPLICATION.

### ❖ WORK EXPERIENCE:-

- THE LEELA GOA, DESIGNATION; DESIGNATION AS A SR, ROOM ATTENDANT.  
DURATION; SEPTEMBER 2011 TO APRIL 2013.

- ROYAL ORCHID CENTRAL GRAZIA NAVI MUMBAI; DESIGNATION AS A SR, ROOM ATTENDANT .DURATION SINCE JUNE 2013 TO APRIL 2015. A 67 ROOMS OR CHIDHOTELS PROPERTY ALL PUBLIC AREA.
- DELLARESORTS & VILLAS LONAVALA, DESIGNATION AS A HOUSEKEEPING SUPERVISOR, .DURATION ; SINCE
- DECEMBER 2015 TO MARCH 2017
- NARAYANI HEIGHTS HOTEL & RESORTS AHMEDABAD, DESINGNATION AS A SR, HOUSE KEEPING EXECUTIVE. DURATION; APRIL 2017 TO AUG 2019.
- HOTEL SEVEN SKY CLARK EXOTICA; DESIGNATION AS A SR, EXECUTIVE HOUSE KEEPER DURATION; 5 DEC 2019 TO JAN 2021.
- NESTLE SODEXO COMPANY DESIGNATION HOUSE KEEPING SUPERVISOR; 25<sup>th</sup> MAY 2021 TO 31 SEP 2021
- REGENCY LAGOON RESORT RAJKOT DESIGNATION AS A HOUSE KEEPING EXECUTIVE DURATION; 4<sup>TH</sup> OCT 2021 TO TILL TIME.

### ❖ WORKED ON FLOWING SOFTWARE:-

- INTERNET EXPLORER.
- OPERA
- WISHEXPRESS
- IDS

### ❖ STRENGTHS:-

- Excellent team player.
- Ability to work under pressure.
- Highly motivated & self-confident.

### ❖ DUTIES AND RESPONSIBILITIES:

- As signs workers their duties and inspects work for conformance to prescribed standards of cleanliness.
- Investigates complaints regarding housekeeping service and equipment, and takes corrective action.
- Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.
- Coordinates work activities among departments.

- Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.
- Inventories stock to ensure adequate supplies.
- Evaluates records to forecast department personnel requirements.
- Makes recommendations to improve service and ensure more efficient operation.
- Prepares reports concerning room occupancy, payroll, and department expenses.
- Performs cleaning duties in cases of emergency or staff shortage.
- Examines building to determine need for repairs or replacement of furniture or equipment, and makes recommendations to management.
- Attends staff meetings to discuss company policies and patrons' complaints.
- Issues supplies and equipment to workers.
- Establishes standards and procedures for work of housekeeping staff
- Advises manager, desk clerk, or admitting personnel of rooms ready for occupancy.

### ❖ PERSONAL PROFILE :-

Name	:	KOMAL KUMARI
Father's Name	:	SHIV PRASAD BISWAKARMA
Sex	:	FEMALE
Date of birth	:	10.10.1989
Marital Status	:	Unmarried
Valid passport	:	NO
Nationality	:	Indian
Languages Known	:	English, Hindi, and Bengali
Hobbies	:	MUSICANDDECORATION

### ❖ DECLARATION:-

I hereby declare that the information furnished above is true to the best of my knowledge.

Yours faithfully Place:

Date: