

## KUNDENDU CHAKRABORTY

455 Mitrabagan, Tolafatak,  
Chinsurah, Hooghly, W.B – 712101  
**Contact:** +91- 8013012051  
**Email:** - [kundendu.chakraborty@gmail.com](mailto:kundendu.chakraborty@gmail.com)

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Date:-10/06/2021

Name: - KUNDENDU CHAKRABORTY

Designation: - **Executive Housekeeper / Housekeeping Manager**

Company Name:-

Address:-

City:-

State:-

**Dear Sir/Madam**

I am submitting herewith my resume for your perusal consideration for the post of **Executive Housekeeper / Housekeeping Manager** in your organization.

My resume is enclosed for your review and consideration. To describe myself in a nutshell, I am hardworking; ready to take up any challenge of life abreast with the latest trends and a team player with excellent communication skills.

**I have experience of over 18 Years in the industry in Hospitality, House Keeping Management, Guest & Public Relation and Team Management. I have Expertise in managing the financial aspects of Housekeeping functions including inventory management, reporting, scheduling, status, and other clerical work; possess know how of material control to include purchasing requisitioning of departmental supplies. A responsible, reliable and committed worker, give my best both as a part of a team and working independently.**

Dedicated and focused individual, determined to add value to the organization I work for, through my exceptional knowledge and learning ability. **Possess well developed communication skills** with reputation of unwavering accuracy, credibility and integrity.

The above credentials along with my enclosed resume make me ideally suitable for a position in your organization. I would appreciate an opportunity for a personal interview.

Thanking you.

Yours Sincerely

(Kundendu Chakraborty)

## **KUNDENDU CHAKRABORTY**

Contact No. +91- 8013012051/ +91-7980383494

E-Mail: - [kundendu.chakraborty@gmail.com](mailto:kundendu.chakraborty@gmail.com)

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## **HOUSEKEEPING PROFESSIONAL – HOSPITALITY INDUSTRY**

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### **Primary competency:**

- **Sincere & diligent professional with over 18 years of experience in handling Housekeeping Operations in the Hospitality sector.**
- Expertise in managing the financial aspects of Housekeeping functions including inventory management, reporting, etc.
- Gained extensive experience of working ethics and standards of 5 Star Hotels and ensured International level standards for cleanliness and housekeeping
- Develop procedures, service standards and operational policies as per international standards while planning & implementing effective control measures for cost efficiency across the units.
- Extensive experience of working ethics and standards of 5 Star Hotels, resorts and Spa's and in ensuring International level standards for cleanliness and housekeeping.

**Domain Expertise:** *Hospitality • Coordination Skills • Resource Management • Facilities Management • Operations • Relationship Management*

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### **Professional Experience**

**WOODS HOSPITALITY,  
By Mangalyam Meadows  
Valsad, Gujrat.**

**Since 8<sup>th</sup> Aug' 2019 to Till Date**

#### **Operation Manager**

**THE CHARIOT RESORT & SPA  
Unit of Brijsons Hotel Pvt. Ltd  
Puri, Orissa**

**14<sup>th</sup> Mar' 18 to 3<sup>rd</sup> Aug' 19**

#### **Executive Housekeeper**

**HOTEL HINDUSTHAN INTERNATIONAL  
Bhubaneswar, Orissa**

**17<sup>th</sup> Sept' 16 - 5<sup>th</sup> Mar' 18**

#### **Executive Housekeeper**

**NARAYANI RESORT PVT. LTD,**  
**Ahmedabad, Gujrat**

**11th Mar' 11 -29th Aug '16**

**Housekeeping Manager**

**THE GRAND BHAGWATI**  
**Surat, Gujarat**

**4th Nov '08 - 4th Mar'11**

**Housekeeping Executive**

**FOUR POINTS BY SHERATON**  
**Pune, Maharashtra**

**14th Feb'05 - 10th Nov'08**

**Housekeeping Team Leader - Pre Opening Team**

**RADISSON RESORT AND SPA**  
**Alibaug, Maharashtra**

**3rd Nov' 03 - 8th Feb' 05**

**Housekeeping Supervisor**

**FORTUNE SELECT**  
**Lavasa, Pune, Maharashtra**

**4th May' 02 - 2nd Nov' 03**

**Housekeeping Sr. Guest Service Associate**

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## **Educational Credentials**

### **BA**

From Burdwan University, 50% as a external candidate.

### **10+2**

From West Bengal Council of Higher Secondary Examination, 57% as a external candidate

### **10th**

From Hooghly Jyotish Chandra Vidyapith, under West Bengal Board of Secondary Education, 62.13%.

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## **Professional Credentials**

- 02 years Diploma in Hotel Management Catering Technology & Tourism from Nalanda Institute of Advance Studies.
- M.SC on Hotel Management Catering Technology & Tourism from Punjab Technical University (PTU) with 1<sup>st</sup> Division as a external candidate.

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## TRAININGS ATTENDED

- Fire Fighting, Rescue & First Aid training from **Civil Defence Organization**, Hooghly, W.B.
  - Fire Fighting, Rescue & First Aid training from **Central Civil Defense Training Institute**, Govt. Of W.B.
  - FIRST AID training from Civil Defence Organization under **C.M.O.H, Hooghly, W.B**
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## Computer Proficiency

Diploma in Office Automation.

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## Personal Details:

•	Date of Birth	:-	01.10.1983
•	Father's Name	:-	Mr. Krishnadhan Chakraborty
•	Mother's Name	:-	Mrs. Malina Chakraborty
•	Languages Known	:-	Bengal, Hindi, English(US)
•	Gender	:-	Male
•	Nationality	:-	Indian
•	Religion	:-	Hindu
•	Relationship Status	:-	Married
•	Hobbies	:-	Listing Music
•	Height	:-	5.11"
•	Weight	:-	70kg
•	Eyesight	:-	Normal
•	Passport no.	:-	U9240013
•	Date of issue	:-	3/2/2021
•	Date of expiry	:-	2/2/2031
•	Place of issue		KOLKATA
•	Skype Id	:-	kundendu.chakraborty_2

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## References:-

Available on request

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## Declaration:

The above mentioned particulars are correct to the best of my knowledge.

**Signature:**

(KUNDENDU CHAKRABORTY)