

KUNDENDU CHAKRABORTY

455 Mitrabagan, Tolafatak,
Chinsurah, Hooghly, W.B – 712101
Contact: +91- 8013012051
Email: - kundendu.chakraborty@gmail.com

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

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HOUSEKEEPING PROFESSIONAL – HOSPITALITY INDUSTRY

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*

Professional Experience

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

Since 8th Aug' 2019 to Till Date

Operation Manager

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

14th Mar' 18 to 3rd Aug' 19

Executive Housekeeper

**HOTEL HINDUSTHAN INTERNATIONAL
Bhubaneswar, Orissa**

17th Sept' 16 - 5th Mar' 18

Executive Housekeeper

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

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

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%.

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 1st Division as a external candidate.

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

Computer Proficiency

Diploma in Office Automation.

Personal Details:

•	Date of Birth	:- 01.10.1983
•	Father's Name	:- Mr. Krishnadhyan 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

References:-

Available on request

Declaration:

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

Signature:

(KUNDENDU CHAKRABORTY)