

To

Dear Hiring Manager,

Thank you for the opportunity to apply for the Managerial role at your company. After reviewing your Job description, it's clear that you're looking for a candidate that is extremely familiar with the Responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and Perform above expectations.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate which you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 7737527551 or via [email at monendraindolia@gmail.com](mailto:monendraindolia@gmail.com) to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Monendra Singh

CURRICULUM VITAE**MONENDRA SINGH**

B612

Correspondence Address:-

Ph. No. - +91-7737527551

E-mail-

monendraindolia@gmail.com

Skype id: - +91 - 8317037394

Personal Information:-

Date of Birth:- 8th Feb., 1991

Sex:- Male.**Nationality:-** Indian. Marital**Status:-** Married.**Languages Known:-** Hindi & English.**Passport No.:-** P1935781**Hobbies:-** Meeting People, Making Friend, Listen Music**Permanent Address:-**

Vill.: - Abhuapura

Post:- Kiraoli Distt.:-

Agra (U.P.) Pin:-

283122

Mob. :- +91-7737527551**Father's Name:-**

Late Shri Lotan Singh

OBJECTIVE

With more Nine plus years of my experience in housekeeping department in various capacities with core competency in inventory, guest satisfaction, maintain cleaning schedule and operation handling.

PROFESSIONAL QUALIFICATION

B. Sc. Degree in Hotel Management from Master Somnath Technical College Bharatpur (Raj.). This is affiliated to Punjab Technical University, Jalandhar (Punjab).

ACADEMIC RECORD

Intermediate Passed From, U.P Board Allahabad in year 2009.

High School Passed from U.P. Board Allahabad in year 2007.

6 Months Basic Course of Computer

WORK EXPERIENCE**1. Mango Hotels Q Udaipur Rajasthan**

Duration :- Nov.-2020 to Till Now
 Position :- Executive Housekeeper
 Reporting :- General Manager

2. Amarpreet Hotel Aurangabad Maharashtra – 80+43(under renovation) =123Keys. (PRE-OPENING)

Duration :- Sept.-2019 to Oct. 2020
 Position :- Executive Housekeeper
 Reporting :- General Manager

Software Knowledge: - Fortune Enterprise IDS software version V3.3 & V4.1 V6.1 & V6.5, PMS Lucid Software.

Responsibilities Acting as Executive Housekeeper

- Excellent inter personal skills that contribute to a friendly & efficient working environment for clients, co-workers & superiors.
- Strong guest management & handling skills.
- Work effectively independently or as a part of a team.
- Skilled at handling multiple tasks or process with good team management skills.
- Adept at crisis management & problem solving.
- Skilled at using office automation tools, viz., MS office, excel, PowerPoint, internet etc.
- Managing the department and ensure that all team member perform and deliver an excellent standard of service to guest.
- Responsible for spotless cleanliness in all areas and ensure that all SOP are meticulously followed to achieve this.
- Preparing yearly budgets.

- Raising & finalizing quotations for departmental purchase & preparing purchase orders.
- Track follow ups, inter & intra department & ensure adherence.
- Handling guest complaint
- Responsible for recruitment, training, development & appraisals of staff.
- Regular inspection of rooms & public areas.
- Maintaining store supplies to ensure smooth & flawless functioning.
- Raising & finalizing quotations for departmental purchase & preparing purchase orders.
- Responsible for maintaining & raising brand standards.
- Maintaining cost standards to achieve higher profitability.
- Assigns attendance their duties & grooming of staff to be checked.
- Invested complaints regarding housekeeping service & equipment & takes corrective action.
- Obtains list of rooms to be cleaned immediately & list of prospective check outs or discharges to prepare work assignment.
- Co-ordinate work activities among department.
- Inventories of stock to ensure adequate supplies.
- Prepare report concerning room occupancy & department expenses.
- Perform cleaning duties in cases of emergency or staff shortage.
- Attends staff meetings to discuss company policies & patrons complaints.
- Issue supplies & equipment to attendants.
- Establish standards & procedures for work of H.K. Staff.
- Monthly linen & assets inventory.
- Help new staff to be a member of the department.

**2. Mango Hotels ITI & Ratanada Jodhpur (A unit of Intellistay Hotels – 50+40=90 Keys).
(PRE-OPENING)**

Duration	: -	Nov. - 2017 to Aug. 2019
Position	: -	Executive Housekeeper
Reporting To	: -	General Manager

**3. Orchha Palace and convention center Orchha (M.P.) (A Unit of Oswald Groups- 100 Keys
Resort)**

(PRE-OPENING)

Duration	: -	April 2016 to Nov 2017
Position	: -	Housekeeping Executive
Reporting To	: -	Executive Housekeeper

**4. Park Inn by Radisson Jaipur (A Sarovar Hotels – 76 Keys) and as per my Performance, I gave me
transfer in Crystal Sarovar Premiere Agra (136 Keys)**

(PRE-OPENING)

Duration	: -	Sep. – 2013 to April 2016
Position	: -	Housekeeping Sr Supervisor
Reporting To	: -	Executive Housekeeper

5. Paradise Hotel Jaipur (112 Keys)

Duration	: -	Dec. - 2011 to Aug. - 2013
Position	: -	Guest Service Associate
Reporting To	: -	Supervisor & Housekeeping Executive

INDUSTRIAL TRAINING EXPOSURE

- Undergone 3 Moths Vocational Training from **GATEWAY Hotel Agra** in Housekeeping department.
- 22 Weeks Industrial Exposure Training from **HOTEL RAMADA Jaipur** in all the four major departments

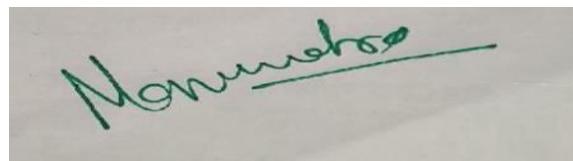
STRENGTHS

- Time Management
- Punctuality •
Quick Learner
- Never say die attitude
- Good team player and team leader.

DECLARATION

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

Date: -
Place :-



MONENDRA SINGH

References:- As per require

