

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

**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

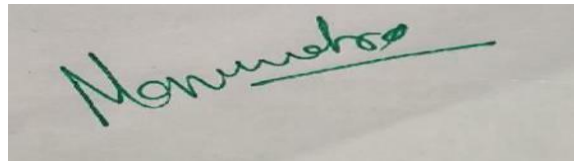
### **STRENGTHS**

- 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

