

# **CURRICULUM VITAE**

**RAKESH KUMAR RAVIDAS**

**Mob: - 7255989181/9525923241**

**Email: - [rakeshkumardas7739@gmail.com](mailto:rakeshkumardas7739@gmail.com)**



## **Career Objective:-**

*Highly motivated person with good attitude strong and developed skills keen to become a part of leading organization and fulfill the desire of acquiring knowledge and pleasure in working with the most competent profession and participative management professional; result focused, entrepreneurial and practical. Progressive leadership experiences have created a passion for surpassing financial and service objective via a combination of world class service delivery, lean operating methods, renewed directions and incentives driven rewards for the team achievement. Derive genuine pleasure from transforming high potential staff into outstanding leaders demonstrating the creativity critical to financial and operational success. Core professional competencies include:*

- *Housekeeping operation management*
- *Labour and cost control*
- *Inventory control*
- *Guest relationship and management*
- *Team building and staff retention*
- *Operations and maintenance*

## **Educational Qualification:-**

- *Passed B.com from Magadh University Bodhgaya in the year 2012.*
- *Passed I.com from B.S.E.B Patna in the year 2009.*
- *Passed 10<sup>th</sup> from B.S.E.B Patna in the year 2005.*

## **Professional Qualification:-**

- *Completed M.B.A in Hotel Management from Indian Institute of Business Management Patna in the year 2015.*
- *Completed Six Month Hospitality Training from CAP Foundation Gaya in the year 2011.*

### **Industrial Experience: -**

- ❖ *Working as Executive Housekeeper in **Regalia Hotels** (Tirupati) Andhra Pradesh from 1<sup>st</sup> June 2022 to till now.*
- ❖ *Worked as a Executive Housekeeper in **Lords Hotel & Resort** Jaipur (Rajasthan) from 16<sup>th</sup> Jan 2020 to 4<sup>th</sup> Feb 2022.*
- ❖ *Worked as a Assistant Executive Housekeeper in **Tree House Hotels &Resorts**, Anjuna (Goa) from 10<sup>th</sup> Dec 2018 to 12<sup>th</sup> Jan 2020.*
- ❖ *Worked as a Housekeeping Supervisor& Executive in **DaiwikHotels Pvt.Ltd**, Shirdi (Maharashtra) from 08<sup>th</sup>June 2015 to 22<sup>nd</sup> Nov 2018.*
- ❖ *Worked as a Guest Service Associate in **Nimba Nature Cure Village** (Ahmadabad) 29<sup>th</sup>Jan 2015 to 03<sup>rd</sup> June 2015.*
- ❖ *Worked as a Guest Service Associate in **Ramada Hotels & Resorts** (Jamshedpur) from 22<sup>nd</sup> Dec 2013 to 13<sup>th</sup> Jan 2015.*
- ❖ *Worked as Guest Service Associate in **Mayfair Hotels & Resorts** (Darjeeling) from 10<sup>th</sup>April 2012to 25<sup>th</sup>Oct 2013.*

### **Applied Post: -**

**Executive Housekeeper**

### **Responsibilities: -**

- *Ability to work well under pressure.*
- *Ability to manage multiple tasks and think outside the square.*
- *Ensuring appropriate chemical safety & room cleanliness standards through daily inspections.*
- *Resolution & the willingness to use initiative & assist in solving problem and guest complaints.*
- *Assigns HK attendants their duties and inspect rooms as per 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.*
- *Performs cleaning duties in cases of emergency or staff shortage.*
- *Establishes standards and procedures for work of housekeeping staff.*

***Languages known:-***

*English*

*Hindi*

***Personal Details:-***

*Father's Name :- Mr. Jugut Ravidas*

*Date of Birth :- 12/08/1988*

*Nationality :- Indian*

*Gender :- Male*

***Permanent Address: -***

*Vill :- Sagarpur*

*P.O :- Itwan*

*P.S :- Mohanpur (Gaya) Bihar -824231*

**Declaration**

*I do here by confirm that all above information is true to best of my knowledge and belief.*

***DATE: -***

***PLACE: - GAYA***

***(RAKESH KUMAR RAVIDAS)***