



RESUME

SANJAY MAHATO

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At/Po - Hensla, **Dist** – Puruliya,

Phone No - 7908515833

Pin No -723154

State - west Bengal

❖ **OBJECTIVE** :-

- ☐ About 8 year experience as a housekeeping Department & dedication to provide exceptional guest service coupled .
- ☐ A positive attitude .
- ☐ A growth oriented and challenging position, which will use the skills and ability developed through experience and Education .
- ☐ Ensure consistency in hospitality standards through flexible system and providing a high level service to achieve guest delight .
- ☐ Awarded as best employee of the month in Della resort, Sterling Dindi by the Godavari .

❖ **ACADEMIC QUALIFICATION** :-

- ☐ 12th (SKB University) from M G College (Unit), Lalpur. Purulia, (WB).
- ☐ 10th (H.S.C) from Arjun Jora High school, Arjun jora , Purulia, (WB).

❖ **WORK EXPERIENCE** :-

❖ Hotel k star (Nevi Mumbai, CBD belapur) Worked As a **Room Boy**

2 years.

- ☐ ,Royal orchid (Nevi Mumbai, Vashi) Worked As a House Keeping **associate** 6 month from (May 2015 To Oct 2015).
- ☐ Country Inn Sueits (Mysore). Worked As a House Keeping **Senior associate** 4 month From (Oct 2015 To Jun 2016).
- ☐ Della resort & adventure (Pune, Lonavla).Worked As a Sr. House Keeping **Room attendant** 1 Year 9 month From (Jun 2016 to Sep 2017).

- ☐ Sterling Holidays Resorts, Dindi By The Godavari, Andhra Pradesh. As a House keeping **service leader**.

Form (Oct 2017 to April 2019).

- ❖ Hotel D polo Dharamsala, Himachal Pradesh, House keeping **executive** .
From (may 2019 to Jan 2020)

- ❖ Currently working here hotel lord's inn Somnath, Somnath, gujrat. House keeping **executive**. From ,(Feb 2020 to still date).

❖ **WORKED ON FLOWING SOFTWARE :-**

- ☐ IDS,
- ☐ OPERA,
- ☐ WISH EXPRESS.

❖ **COMPUTER SKILL :-**

MS office.

- ☐ Basic knowledge about internet.
- ☐ Course on computer concept.

❖ **STRENGTHS :-**

- ☐ Excellent team player.
- ☐ Ability to work under pressure.
- ☐ Highly motivated & self confident .

❖ **DUTIES AND RESPONSIBILITIES :-**

- ☐ Assigns workers their duties and inspects work for conformance to prescribed 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.
- ☐ Makes recommendations to improve service and ensure more efficient operation.
- ☐ Prepares reports concerning room occupancy, payroll, and department expenses.
- ☐ Performs cleaning duties in cases of emergency or staff shortage.
- ☐ Examines building to determine need for repairs or replacement of furniture or equipment, and makes recommendations to management.
- ☐ Attends staff meetings to discuss company policies and patrons' complaints.
- ☐ Issues supplies and equipment to workers.
- ☐ Establishes standards and procedures for work of housekeeping staff.
- ☐ Advises manager, desk clerk, or admitting personnel of rooms ready for occupancy.

❖ **PERSONAL PROFILE** :-

Name	: Sanjay mahato
Father's Name	: Madhusudan mahato
Sex	: Male
Date of birth	: 05,11,1994
Blood group	: O+
Marital Status	: Unmarried
Valid passport	: Yes
Nationality	: Indian
Languages Known	: English, Bengali, Hindi and (mother tongue).
Hobbies	: Playing volley ball, music, traveling .

❖ **DECLARATION** :-

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

Yours faithfully

Place:

Date:

(sanjay mahato)