



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 FLLOLLOWING 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.
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- 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)