

Housekeeping

Accomplished and reliable Housekeeping Professional with rich experience and Skills gained from reputed 5-star hotel brands.

I hold a Diploma of Hotel Management .

I have consistently exceeded expectations through hard work and hunger for learning.

**SKILLS SUMMARY**

- ❖ Comprehensive knowledge of housekeeping practices and procedures.
- ❖ Extensive expertise in usage of housekeeping materials, tools and equipment.
- ❖ Possess strong leadership, management, interpersonal, and communication skills.
- ❖ Excellent monitoring and supervisory skills together with the ability to coordinate with the staff in various activities.
- ❖ Ability to perform tasks in a group environment with exemplary task management skills.
- ❖ Experience in IDS hospitality software.

ACHIEVEMENTS AND AWARDS

- ❖ Got Star Associate award for the year of 2021 in **Courtyard By Marriott Hotel**, Ahemadabad Sindhu Bhawan Road.
- ❖ Certificate of Appreciation as a pre opening team **Courtyard By Marriott Hotel**, Ahemadabad Sindhu Bhawan Road.



AHMEDABAD

EMPLOYMENT HISTORY**Courtyard By Marriott.**

GSA-Housekeeping department Trainee Executive from 23rd October 2020 to 19 April 2022.



AHMEDABAD

My responsibilities

- ❖ A Housekeeping Executive is responsible for overall cleanliness, all guest rooms, public area, and back of the house entire property.
- ❖ Ensure that rooms are cleaned and arranged as per the standard set by the Hotel.
- ❖ Executive need to help in preparing Annual Housekeeping Budget.
- ❖ Housekeeping Executive needs to maintain par stock of guest supplies, cleaning supplies, linen and uniform.
- ❖ Organize inventories with Accounts and General Store for linen, uniform and fixed assets.
- ❖ Executive would be assist the Purchase department in selecting suppliers for items related to Housekeeping, market segment.
- ❖ Executive would also need to organize on-the-job training and evaluate its effectiveness.
- ❖ A Housekeeping Executive also recommends recruitment of new personnel.
- ❖ Executive would need to perform other tasks as advised by the Housekeeping Manager from time to time .

CONTACT DETAILS

Lendura-Bhagabanpur
Cuttack Odisha, India



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- Opera Software
- Windows, MS-Office

LANGUAGE SKILLS

- English, Hindi, Odia.

PERSONAL ATTRIBUTES

- Excellent communication, listening and interpersonal skills.
- Attentive, able to exercise self-control and am sensitive to the emotions and needs of others.
- Team Player; capable of interacting with people from varied backgrounds, goals and age groups.
- Able to work efficiently under pressure and tolerate stress.

Whitefield Hotel & Convention center.

Gust Service Associate Housekeeping from 4 November 2019 to 31 August 2020.

Sheraton Grand

BENGALURU WHITEFIELD
HOTEL & CONVENTION CENTER

My responsibilities

- ❖ Enters and prepares the room for cleaning.
- ❖ Makes bed, Dusts the room and furniture.
- ❖ Replenishes guestroom and bathsupplies.
- ❖ Cleans the bathroom.
- ❖ Vacuums the carpet
- ❖ Checks and secures the rooms.
- ❖ Replenish amenities according to the operational standards.
- ❖ Fill proper timing in RAR book.

TRAINING

- ❖ Worked as guest handler and beverage maker at DOT FEST, Toshali Mela & MSME in Bhubaneswar under **The Shade**.
- ❖ Industrial training **Sheraton Grand Bangalore whitefield Hotel and Convention Center**.

EDUCATION

- ❖ **Post Graduate Diploma of Hotel Management**
- ❖ Post Graduate Diploma in Accommodation Operation & Management from I.H.M Bhubaneswar under NCHMCT Noida 2018 to 2019.
- ❖ **Graduate in Bachelor of Commerce**
- Graduate in B.com from M.A. Mahavidyalaya under Utkal University 2018.
- ❖ **Higher Secondary Certificate (12th standard)**
- 12th commerce pass from CHSE, Odisha 2015.
- ❖ **Senior Secondary Certificate (10th standard)**
- 10th from BSE Odisha 2013.

STRENGTHS

- ❖ Hardworking and confident.
- ❖ Working friendly, Flexibility, Honest.

HOBBIES

- ❖ Interior decoration, Cooking

DECLARATION

- ❖ I hereby declare the above given information is correct & complete to the best of my knowledge & belief.

SOUMYA RANJAN JENA

PERSONAL DETAILS

- Nationality: Indian
- Marital Status: Single
- Date of Birth: 15-06-1998

PROFILE

- Positive Attitude
- Reliable
- Hard Working
- Punctual