



## VENKATESH GOUNDLA

### Housekeeping Dept.

Mobile: +91 9912054248

Gmail: venkatgoundla@gmail.com

### PROFESSIONAL EDUCATION

#### Degree of Bachelor of Hotel Management

- I I H M  
(Dravidan university),  
Vizag

### COURSES AND TRAININGS

- Fire Safety Training Course at Emirates Group Safety
- Fire and Evacuation Safety Training,
- Towel Art
- Birthday & Honeymoon Roomsdecoration.

### COMPUTER SKILLS

- Windows, MS-Office

### LANGUAGE SKILLS

- English, Hindi, Telugu

### ACADEMICS

#### Intermediate (12th Standard)

- Sri Teja junior college  
Sangareddy

#### SSC (10th Standard)

- A P T W R S  
Narsapur

## INTRODUCTION

Accomplished and reliable Housekeeping Professional with **over 7 years of strong experience** and skills gained from **top-class 5-star hotel brands in UAE and India.**

**I hold a Degree of Bachelor of Hotel Management.**

I have consistently exceeded expectations through hard work and continuous learning, and have also **received appreciation from the MD of Indian Hotels Ltd (Taj Hotels).**

## SKILLS SUMMARY

- Comprehensive knowledge of housekeeping practices and procedures.
- Extensive expertise in usage of housekeeping materials, tools and equipment.
- Sound proficiency in managing the staff, preparing work schedules and housekeeping workflow.
- 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.

### My responsibilities

- Handle the tasks of monitoring and inspecting the activities of housekeeping staff to ensure that their performance meets the set standards of cleanliness.
- In charge in VIP arrival's, VIP's in house and showrooms.
- Assigned responsibilities of preparing daily activities and shift allocation of the staff.
- Perform the tasks of checking and ordering supplies and inventory items required for conducting housekeeping activities
- Responsible for hiring the housekeeping staff and identifying materials that need replacement.
- Handle responsibilities of maintaining housekeeping equipment as well as process attendance system of the staff.
- Assigned the tasks of assisting housekeeping manager in planning activities and operation
- Procedures of housekeeping activities.
- Responsible for handling housekeeping management tasks by following standard guidelines and procedure.

## **PERSONAL ATTRIBUTES**

- I am an excellent communicator, with a friendly personality
- I am very happy interacting with and helping guests
- Self-confident and motivated to take up challenging assignments
- Capable team player to work with people at all levels with strong interpersonal and communication skills
- Able to work efficiently under pressure and tolerate stress.

## **PASSPORT & VISA DETAILS**

- I hold a valid Indian passport
- Passport No. M4706073
- Expiry date: 22/12/24

## **PERSONAL DETAILS**

- Marital Status: Married
- Date of Birth: 20-09-1991

## **REFERENCES**

- **Rajendar Vangari**  
(Housekeeping supervisor)  
Premier Inn Abu Dhabi  
International Airport  
Mobile: +971-565956267

## **WORK EXPERIENCE**

### **Marri Gold, Hyderabad**

- Guest Service Associate
- 10 June 2012 – 09 Jan 2013



### **Taj Deccan, Hyderabad**

- Guest Service Associate
- 17 Jan 2013 – 27 Nov 2015



### **Premier Inn Abu Dhabi International Airport**

- Housekeeping
- 30 Nov 2015 – 30 July 2018



### **Premier Inn Abu Dhabi International Airport**

- Training Team leader of Housekeeping
- 18 Aug 2018 – 30 Sep 2019



## **DECLARATION**

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

Venkatesh Goundla