

RESUME

APPLY FOR SENIOR HOUSEKEEPING EXECUTIVE/ASSISTANT HOUSEKEEPING MANAGER

PERSONAL PROFILE

SATYA PRAKASH

MOB NO:- 7367017824 / 8789247341

Email Id:- sp6207596094@gmail.com

Experience 12 years in housekeeping Department



OBJECTIVE

- Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential willing to work as key player in challenging and creative environment to reach the part of success by hard work sincerity and punctuality .
- Focused on promoting customer satisfaction through exceptional service and maintaining outstanding.
- Proven ability to effectively interact with people of diverse socioeconomic, cultural disability and ethnic backgrounds.
- Service oriented style with professional presentations skills.
- Effective written and verbal communication skills.

SUMMARY

- Highly knowledgeable and skill for hotel housekeeping operations of hotel insure product quality standards are meet and that optimum service provided to guests.
- Service oriented style with professional presentations skills.

ACHIEVEMENT

- I got best employee of the department in Taj hotel in goa.
- I got best employee of the month in club Mahindra puducherry.
- I got four time best honesty awards in Lalit hotel in goa.
- I got best employee of the month in Lalit hotel goa.

COMPUTER SKILLS AND COMPETENCES

- Advanced in Microsoft Excel, IDS, Fidello, Micros, Outlook Express, etc.

OTHER SKILLS AND COMPETENCES

- I have pre opening hotel experience five years.
- Thoroughly knowledge in progressive and management.
- Possess a high energy level and an entrepreneurial spirit.
- I have experience with pre opening hotel example:- Taj, club Mahindra, fort rajwada hotel jaisalmer rajasthan .

PROFESSIONAL EXPERIENCE

- I am working in club Mahindra kens villa golf resort hotel Ahmedabad housekeeping department as housekeeping executive second incharge from 02.07.2022 to till date
- I worked in housekeeping department as a Senior housekeeping executive housekeeping incharge for Fort rajwada hotel jaisalmer rajasthan from 1.8.2021 to 30.06.2022.
- I worked in housekeeping department Gargee Grand Hotel, Patna (Assistant Manager) from 3 August 2018 to April 2021

- Worked in senior executives housekeeping department Cygnett park Asia hotel in jammu from Dec 2016 to July 2018.
- Worked as team leader housekeeping department in The Lalit Gulf & SPA RESORT Goa from march 2013 to November 2016.
- Worked as Guest service Associate in housekeeping department Vivanta by Taj Goa from February 2012 to February 2013.
- Work as Guest Service Associate in housekeeping department club Mahindra Puddocherry from August 2010 to Januaray 2012.
- Complete industrial training from Fourtune Murali Park ITC in 2009 VIJAYWARDA.
- Causal training done form Hyatt Kolkata, Taj Kolkata, ITC Sonar Kolkatta in 2008.

POSITION SUMMARY

- Supervise all housekeeping employees has the authority to higher or discharge plan and assign work, assignment gift training for newly recruited employees audit and inspects housekeeping portion personal work assignment and requisition supplies take care of the budget and budget controlling for the department.
- Supervise all housekeeping employees higher new employees has needed discharge employees when necessary and take disciplinary action when polices are not followed evaluates employ in order to upgrade them when opening arises.
- Plans the work for housekeeping department and distributes assignment accordingly assigns regular duties and special duties for housekeeping staff schedules employees.
- Recruit and trained new employees.

RESPOSIBILITY AND AUTHORITY

- Reasonable for cleaning order lines and appreance of the entire hotel.
- Ensore that rooms are made as per company standard.
- Prepare annual housekeeping budget.
- Maintain per stock guest supply, cleaning supply and uniform.
- Development employment housekeeping system and procedure .

OTHER ROUTERING RESPONSIBILITY

- Daily inspection all entire hotel property, Public area , Guest area , Employer local, and back area. Daily briefing supervisor/executive.
- Coordinating the preventing maintain of rooms and public area with maintenance department, planning of monthly duties roster schedule of staff. Immediately attendant guest request.
- Complicated reports verify status report.
- Performance daily opening and closing balance and all other activities.
- Manage lost and found programme and key control programme.
- Communicated effectively with maintenance staff to ensure timing repair and maintenance throughout entire hotel.
- Handily customer problem and laundry operation also.

EDUCATION

- 10th passed in 2006 from BSEB Patna Bihar.
- 12TH Passed In 2008 from BSEB Patna Bihar
- B.Sc Hotel Management & Tourism passed in 2011 from I.H.R.M Kolkata.

PROFESSIONAL REFERENCES

Mr. Naresh	Mr. Nikesh singh	Miss Neelima
Reservation Manager	Executive Housekeeper	Housekeeping Manager
Ford Rajwada Hotel	Lemon tree	vivanta
Jaisalmer Rajasthan.	Hotel Gujrat	by Taj hotel Goa
Mob :- 7023145854.	Mob:- 8411883432	Mob:-9767804471

Mr. Praveen Yadav	Mr. Rajendra dogra	Mr. Manoj kumar	Mr. Ashok kumar
HR Manager	Executive Housekeeper.	Sales Manager	Assistant manager
Fortune Hotel Uttarkhand	Elite Hotel haydrabad	Club mahindra	Engineering department
Mob:-9457003982	Mob:-9660216419	Ahmedabad	club mahindra
8511929256	9393959946	Mob- 8894494630	Ahmedabad
			Mob:- 7976880842

PERMANENT ADDRESS

➤ Father's Name	:-	Sita Ram Prasad
➤ Date of Birth	:-	March 09,1991
➤ Nationality	:-	Indian
➤ Gender	:-	Male
➤ Marital Status	:-	Married
➤ Moh	:-	Amber Chowk
➤ P.O	:-	Bihar sharif
➤ P.S	:-	Bihar
➤ Dist	:-	Nalanda
➤ State	:-	Bihar
➤ Pin	:-	803101