

# RAKESH GAIKWAD



## Contact

**Address:**  
Bloomfield chs, 801, Plot No 71/74,  
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**Nationality:**  
Indian

**Date of Birth:**  
12 July 1996

## Languages

- English
- Hindi
- Marathi

## Career Objective

Intended to build a career with corporate of challenging environment with committed and dedicated people, which will help me to explore myself fully and realise my potential. Willing to work as key player in creative environment.

## Skill Highlights

- Teamwork
- Decision maker
- Dedicated
- Goal Oriented
- Positive
- Innovative
- Service-focused
- Hard Working

## Other Skills

- Computer Basics
- Swimming

## Other Certification

- Personality Development & Communication skills (19/03/2021)

## Work Experience

**Room Attendant** – 31/05/2018 to 15/03/2020

**Marina Hotel**, Kuwait.

- Greeting guest and Responding to queries.
- Inspect vacant rooms for missing items, malfunctioning equipment, or damage and report problems to manager.
- Prepare for new guest arrivals with complete room cleanings, restocking and complementary supplies.
- Keep an eye on hotel common areas and address cleaning issues.
- Check minibar for missing items and fill to required level.
- Assist housekeeping manager with staff assignments and scheduling.
- Train and mentor new housekeeping staff to ensure maximum performance and efficiency.
- Follow hotel security guidelines

**Special Reward** – Best Employee of the month for front of the house in October 2018.

**Housekeeping Executive – 17/08/2020 to 15/01/2021**  
**Thyrocare Technologies ltd, India - Mumbai.**

- To perform Human resource management skills. Hiring Training, scheduling and evaluation.
- Monitor and manage office housekeeping related activities (office cleanliness / hygiene, stock, repair and maintenance etc.)
- Monitor and manage Support staff (Security guards, Maintenance staff, HK staff, Office boys etc.) duty allocation, roster and absentism.
- Vendor Management Enlisting, Negotiation, Contracts, Payments etc.
- Preparing leave and attendance OT record for monthly salary disbursement using manual and biometric attendance.
- To maintain standard operating procedure (SOP)

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**Training Undertaken (07/12/2015 – 30/03/2016)**

4 months training from **ROYAL ORCHID HOTEL**, Mumbai.

**Learning includes:**

- Observing the team handling by supervisor.
- To help the supervisor and assistant manager in serving Guests.
- How to manage a party or event with effective manner.
- To assist the guests and solve their Queries.
- Understanding the administration activities.
- Rotate through the functional areas of the property to gain an understanding of how each department contributes to the success of the hotel.
- Learned the operational workings of each department by observation of team members, participation in meetings, asking questions, and special departmental projects.

## Education

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INSTITUTE	CLASS	YEAR	PERCENTAGE	BOARD
KPC Jr. College of Science and Commerce	SSC (10 <sup>th</sup> )	2010 – 2011	57.00	Maharashtra State Board
KPC Jr. College of Science and Commerce	HSC (12 <sup>th</sup> )	2012 – 2013	52.46	Maharashtra State Board
Institute of Hotel Management	BSc. IHMCT	2014 – 2017	57.00	Goa University

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## Reference

### Date

**Place: Mumbai - 410206**

**Rakesh Anil Gaikwad.**