

CONTACT

AKWINDER KAUR

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📍 Dharial Gurdaspur punjab 143519



OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

3rd February 2015 To

- 10th January 2019

◦ **HUMBLE HOTELS Amritsar india**

Desk Attendant in Housekeeping Department

12th January 2019

◦ **ECOSTAY HOTELS & RESORTS Amritsar india**

To - 23rd April 2019

HOUSEKEEPING DESK SUPERVISOR

EDUCATION

2012

◦ **Punjab Board**

12th

2014

◦ **institute of hotel Management Gurdaspur Punjab**

Eight Week Diploma in Hotel Management

◦ Basic Knowledge of Computer

SKILLS

- Expertly deep cleaning infected areas, rooms and equipment.
- Demonstrating to new employees how to properly use cleaning agents.
- Willing to do early morning starts and late night finishes. Close attention to detail.
- Knowledge of the hospitality industry.
- Navigating property management systems.
- Able to handle any emergency situations that may arise.
- Training up new Room Attendants to a high standard

ACHIEVEMENTS & AWARDS

- Certificate of Appreciation From Oyo For Best Performance

LANGUAGE

- Hindi
- English
- Punjabi

INTERESTS

- reading books
- cooking

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
- Performs cleaning duties in cases of emergency or staff shortage.
- Attends staff meetings to discuss company policies and patrons' complaints
- Records data regarding work assignments, personnel actions, and time cards, and prepares periodic reports.

PERSONAL DETAILS

- Father Name . Joginder Singh
- address . Post Office Dhariwal Thesil Gurdaspur, Kang. punjab india
- marital status . Single
- Date Of Birth . 5 april 1993
- Religion . Sikh
- Nationality . indian

DECLARATION

- I hereby declare that all the information given here true do the best of my knowledge.