



SAHANAJ ANSARI

EXECUTIVE HOUSEKEEPER

PROFILE

Seeking a position to utilize my skills and abilities in the Hotel Industry that offers professional growth while being resourceful, innovative and flexible.

EXPERIENCE

THE GRAND BHAGAWATI HOTELS, SURAT GUJARAT.

14/12/2013–10/04/2014

INDUSTRIAL TRAINING



NAKADAHA, PURBA
BARDHAMAN, WEST
BENGAL - 713574



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Ansari-82a86a1b1

FATHER NAME: Fazlul
Haque Ansari

BIRTHDAY: 21st March -
1992

NATIONALITY: Indian

1. **RAMEE GRAND HOTELS AND SPA, PUNE MAHARASHTRA.**

25th APRIL 2014–25th APRIL 2017

HOUSEKEEPING ROOM ATTENDANT

2. **RADISSON HOTEL JASS KHAJURAHO, MP**

1st MAY 2017–15th MAY 2018

HOUSEKEEPING TRAINING SUPERVISOR

3. **GOLD COINS CLUB AND RESORT BENGALURU, KARNATAKA**

24th MAY 2018 – 15th JANUARY 2019

HOUSEKEEPING SUPERVISOR

MARITAL STATUS:

Married

**4. VYBE HOTELS (Pre – opening project) A UNIT
Great Destination Hotels and Resorts**

BIDAR, KARNATAKA

20th FEBRUARY 2019 – 30th JANUARY 2023

ASSISTANT EXECUTIVE HOUSEKEEPER(HOD)

**5. NISARGA GREEN VIEW RESORTS PRIVATE
LIMITED, MALUR KARNATAKA
(Pre – opening project)**

1st FEBRUARY 2023 to “CONTINUE”

EXECUTIVE HOUSEKEEPER

Education

1. KATWA BHARATI BHABAN
WBCHSE

2009

[HIGHER SECONDARY EXAMINATION]

3. DIBRUGARH UNIVERSITY

[2010 – 2013]

[BACHELOR OF ARTS - GEOGRAPHY]

2. ANIHM COLLEGE, SALT LAKE CITY –1, KOLKATA –
700064

PUNJAB TECHNICAL UNIVERSITY

[2012 – 2015]

[3 YEARS B.SC DEGREE COURSE IN HOTEL
MANAGEMENT AND TOURISM]



An executive housekeeper is responsible for the overall cleanliness and appearance of a hotel. They supervise a team of housekeepers and ensure that all areas of the hotel are clean and well-maintained. Executive housekeepers need to have a variety of skills to be successful in this role.

TRAINING

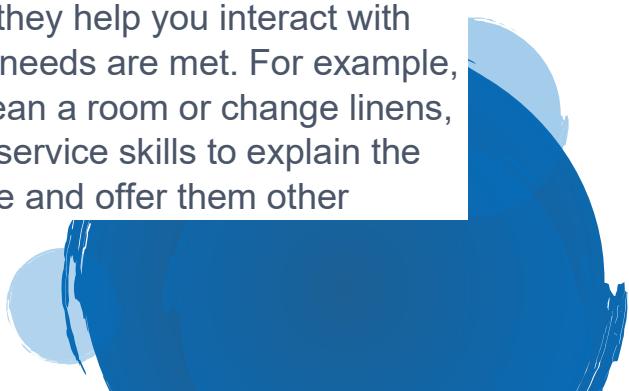
Executive housekeepers are often responsible for training their own staff. They may need to train new employees and provide them with the skills they need to do their job well. Executive housekeepers also have to keep up with any changes in technology or cleaning products that affect how they perform their duties.

LEADERSHIP

Leadership skills are important for executive housekeepers because they help you to motivate and guide your team. Executive housekeepers often supervise a large staff, so it's important that you can lead them effectively. You may also need to train new employees or mentor existing ones, which requires leadership skills.

GUEST SERVICES

Guest service skills are important for executive housekeepers because they help you interact with guests and ensure their needs are met. For example, if a guest asks you to clean a room or change linens, you can use your guest service skills to explain the hotel's cleaning schedule and offer them other





options. You may also need to answer questions about the hotel's amenities, such as explaining where breakfast is served or how to access the gym.

CLEANING

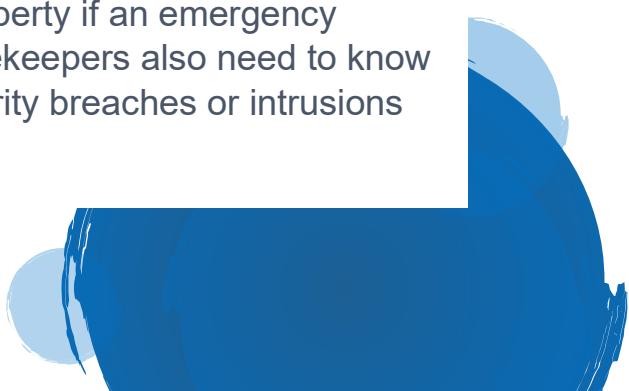
Cleaning is a necessary skill for executive housekeepers, as they are responsible for maintaining the cleanliness of their employer's home. Executive housekeepers often have to clean large spaces and ensure that all surfaces are free of dust and debris. They also need to be familiar with cleaning products and equipment so they can properly maintain the cleanliness of their employer's home.

INVENTORY MANAGEMENT

As an executive housekeeper, you may be responsible for managing the inventory of cleaning supplies and other resources used by your team. This requires attention to detail as well as knowledge about how to track and replenish supplies. Effective inventory management can help ensure that your staff has what they need to complete their work while also reducing waste and saving money.

SAFETY & SECURITY

Executive housekeepers are responsible for ensuring the safety of their clients' homes and possessions. They should be familiar with security systems, fire alarms and other safety measures to ensure that they can protect the property if an emergency occurs. Executive housekeepers also need to know how to handle any security breaches or intrusions into a home.



ORGANIZATION

Organization is the ability to keep track of multiple tasks and responsibilities. Executive housekeepers often have a large workload, so it's important for them to be organized in order to complete their duties on time. They also need to be able to prioritize tasks based on importance and deadlines. For example, if an executive has an important meeting coming up, the housekeeper may make sure that the conference room is clean before anything else.

SUPERVISION

Supervision is the ability to oversee and direct others. Executive housekeepers often supervise other housekeeping staff, so it's important for them to have strong supervisory skills. They can use their supervision skills to delegate tasks, provide feedback on performance and ensure that all employees are working productively. Supervision also allows executive housekeepers to observe how different cleaning methods affect outcomes and make changes accordingly.

LAUNDRY

Laundry is a common task for executive housekeepers, as they often clean the clothes of their employer and other employees. It's important to know how to operate laundry equipment and use cleaning products effectively so you can get stains out of clothing and maintain the health of your employer's wardrobe. You may also need to iron or mend some items.

BUDGETING

Budgeting is the ability to plan and track expenses for a period of time. Executive housekeepers often have to manage their own budgets, which can include tracking how much they spend on supplies and utilities and ensuring that they don't go over budget. Having strong budgeting skills can help executive housekeepers keep track of their spending and ensure that they are using company resources responsibly.

DECISION MAKING

Executive housekeepers make many decisions throughout the day, including what cleaning supplies to use and how to clean a room. They also need to make larger decisions about their work duties, such as whether they should delegate certain tasks or hire additional staff members. Executive housekeepers who can make effective decisions are more likely to be successful in their careers.

DECLARATION

I hereby declare that all the above information is correct and accurate.