

CURRICULUM VITAE



DHARAM SINGH

S/o Sh. Vidhi Chand

Village- Rukhri, PO- Shambhuwala,

The- Nahan, Distt- Sirmour, (H.P) Pin

Code – 173001

Mobile No. 9418855845,9805428454

E-mail ID- dharama264@gmail.com

OBJECTIVE:

- Endeavoring to become a go-better in a challenging and a competitive organization, where my knowledge and skills could be polished and chiseled to increase its worth multi-fold, while epitomizing excellence.

EDUCATIONAL QUALIFICATION:

- 10th from Himachal Pradesh Board of School Education Dharamshala.
- 10+2 (in Arts stream) from Himachal Pradesh Board of School Education Dharamshala.

PROFESSIONAL QUALIFICATION:

- Done B.Sc. in Hotel Management, Catering and Tourism from Imperial Institute of Hotel Management, Manimajra Chandigarh (affiliated to Punjab Technical University, Jalandhar)
- Successfully Completed Computer Application Diploma One Year Duration From “Nehru yova Kendra “Nahan.
- Completed Basic “Food Safety & Hygiene” Course in OMAN.

PROFESSIONAL EXPERIENCE

- Currently Working with Clarks Exotica Hotel as a Executive Housekeeper in Department of Housekeeping from June 2023 to till dated.
- Worked with THE ZION Hotel Shimla as a housekeeping senior Supervisor from November 2018 to May 2023.
- Worked in Golden Tulip Grand View Resort in Goa as a Desk Attendant in Department of Housekeeping from June 2018 to Oct 2018.

- Worked with AA Group of Company in OMAN as a Senior GSA in Housekeeping Department from 2016 to 2018.
- Worked with Golden Tulip Grand View Resort GOA as a GSA in Housekeeping Department from 2015 to 2016.
- Worked with CK International Hotel in Shimla as a Room Attendant in Housekeeping Department from 2014 to 2015.
- Worked with Best western Hotel Bathinda Punjab as a Room Attendant in Housekeeping Department from 2013 to 2014.
- Completed job training from JW Marriott Hotel Chandigarh in Department of Housekeeping.

RESPONSIBILITIES:

- Holding meeting with housekeeping staff to discuss their job functions.
- Make sure that all guest rooms have appropriate supplies and linens in them.
- Ensuring that rooms and bathrooms are cleaned on a daily basis. Inspecting guest rooms and guest areas.
- Directing housekeeping staff to ensure a high standard of cleanliness in all public areas.
- Maintaining high standards of personal appearance and grooming.
- Maintaining key control.
- Brief the team about VIP arrival and any special guest arrival.
- Set up the entire Housekeeping Operation (Rooms, Mini Bar, Control Desk, Linen Room, Uniform Room & Laundry).
- Set the policies and SOPs, created the job descriptions and recruited associates,
- Coordinate with engineering department for maintenance of guestroom as well public area.
- Responsible for public area (Snagging and taking care of public area and maintaining high standard).
- Control desk operation (taking care of housekeeping desk in terms of operation, training team member for handling desk).
- Lost and found procedure.
- Help Maintaining and ensuring that SOPs are followed at all the time.

PERSONAL ACHIEVEMENT:

- Participated in the online training on covid-19 guidelines.
- Certificate of Appreciation for showing honesty and sincerity while performing duties and responsibilities in The Zion Hotel Shimla.
- Best H.S.E (Health Safety Environment) award fin Feb 2017 in AA Group of Companies in OMAN
- Best Employee on the month in Golden Tulip Grand View Resort in GOA.

COMPUTER KNOWLEDGE:

- Knowledge of IDS
- Knowledge of MS office and internet operation.
- Knowledge of lucid and inventory management software.

HOBBIES:

- Listening music and reading newspapers.

STRENGTHS:

- Punctual, honest and hardworking.

LANGUAGES KNOWN:

- English and Hindi, Punjabi

PERSONAL DETAILS:

- | | | |
|------------------|---|----------------------------|
| • Father's Name | : | Sh. Vidhi Chand |
| • Date of Birth | : | 23 rd Oct, 1990 |
| • Nationality | : | Indian |
| • Sex | : | Male |
| • Marital Status | : | Married |

Date:

Place: Sirmour

(DHARAM SINGH)