



Sk GULAM

Executive Housekeeper

DIST- JAGATHSING PUR

POST- PUNANGA

AT – Mangal pur (Odisha)

Email.com-skgulam51@gmail.com

ph -7978110308/9777004270

Professional; Experienced housekeeping manager to perform impeccable housekeeping services and provide our guests with a safe and clean environment for an exceptional stay with us. You'll lead the housekeeping team, ensure team members comply with high standards of cleanliness and sanitation protocol, and oversee the housekeeping department budget. Experience in a supervisory role overseeing housekeeping staff or a similar role is required.

Profile;- To assimilate the best knowledge provided in this environment through application of hard work summary and sincerity there by using it for the betterment of my career in the hospitality industry.

Experience

Currently working ; Executive Housekeeper

Regenta Central Hotels, Amritsar(By Royal orchid hotels Ltd)

Experience Brand of royal orchid hotel 2 year of 6 month

- **Report to GM and Corporate Housekeeper.**

Vits Excellensea Hotels Dapoli 25TH DEC 2020 TO 10TH DEC 2021

Housekeeping manager ;

- Report to GM
- after the entire department for smooth operation
- marking budget and take care of cost control
- Dispatch and receive guest laundry, employee uniforms, and all house linens to for outside laundry companies coordinate and resolve any issue or problem that may arise between the hotel and the outside cleaner.
- Ensure that all staff is properly trained and have the tools and equipment needs effectively carry out their respective job duties.
- Supervise and control the re-supplying of linen closets, amenities, chemical, linen, etc.
- Check room (check out of occupied) daily, and ensure that quality is being maintained by the Room attendants & housemen.
- Ensuring that all of the staff has sufficient tools to complete their duties
- Keep record all importance of lost and found item as needed.

Key Select Hotel Kochi 16th july 2018 TO 4TH JAN2020

Asst. Housekeeping manager:

- REPORT TO GM
- Attend morning meeting with GM Round
- Make month end report submit to GM
- Maintain fixed assets and linen inventory every month
- Check all vacant rooms and vendors work on daily basis
- Ensure standards guest room.
- Meet the guest on daily to solve problem to exceed guest expectation
- Provided training to new employees, give monthly training
- Check all laundry and mini bar on daily basis.

Le Meriden (Bangalore) 10th Feb2017 To 13th July 2018

Housekeeping Executive

- Report housekeeping assistant manager
- Responsible to prepare the month end report.
- Provide training to new staff ,give monthly safety training
- Know how do snagging of guest rooms
- Ability to handle Housekeeping control desk.
- Look after the duty rosters and staffing also look after the all the requirement of staff and his responsible.

Radisson Hotel (Hyderabad)15th May 2015 To 6th Fed 2017

Housekeeping supervisor;

- Responsible for receiving all the supplies
- Responsible for identify & resolve problem of the guest &employee's satisfaction
- Responsible to maintain the housekeeping daily activities
- Ensure vacuum all room including behind furniture clean carpet, dusts and cleaning bathroom.
- Maintain list of vacant room on daily basis
- Ensure standards of guest room
- Meet the guest on daily basis to solve problem to exceed guest expectations
- Responsible for lost& found item
- Responsible for maintain hygiene standards
- Monthly consumption report
- Store inventory

Leonia Holistic Destination Hyderabad 12th May 2014 TO 15TH April2015

Housekeeping GSA :

- Helping boy in managing housekeeping operations Responsible immediately to the complaints and requests from guests.
- Greeting guests and responding to queries.
- Changing bed linen and making beds.
- Replacing used towels and other bathroom amenities, such as shampoo and soap.
- Sweeping and mopping floors.
- Vacuuming carpets.
- Dusting and polishing furniture.
- Emptying trash containers and ashtrays.

GRAND Bhagwati HOTEL IN GUJARAT Industrial Training :-

- Responsible for cleaning and resetting bathroom and bedroom area according to the established standards
- Complete any assigned paperwork accurately and in a timely manner
- Stock and organize cleaning cart and linen closet on assigned floors .

Education Qualification:

- **Degree** : B.sc (IHM HOTEL MANAGEMENT)
- **College** : Ranjita Hotel management
- **Year** : 2012 to 2015

Council of higher secondary school

- **Board** : Odisha board
- **School name** : Bijupatnaik Ashrampatha
- **Year** : 2010 to 2012

Higher secondary certificate

- **Board** : Odisha board
- **School name** : Narendranath Bidyapitha punanga
- **Year** : 2001 to 2010.

TECHNICAL SKILLS

- More than 8 year of experience in housekeeping field.
- Good knowledge of proper use and storage of cleaning chemicals.
- Knowledge of hotel software IDS, OPERA.
- Good knowledge of guest service and communication skills.
- Problem solving skills.
- Function well in high stress atmosphere.
- Ability to lead, guide and motivate people at all level.

Personal Information

- Father Name :sk Niaz uddin
- Date of Birth :11/12/1994
- Religion :Muslim
- Gender :Male
- Nationality :Indian
- Marital status :Marital
- Dependents :One
- Linguistic Abilities :English, Hindi, oriya,

Leisure Interest

- Traveling
- Bike ride
- Music
- Video game
- News

Declaration

: I hereby declare that the information furnished above is true to the best of my knowledge and Belief.





