

Resume



Kishor Kumar

Career Objective

To become a successful professional and work in an innovative and competitive environment of leading corporate house with committed and dedicated people, which will help me to explore myself fully and realize my potential.

Professional Experience

- ❖ Worked as a **HK Associate in The Roseate, New Delhi** from **8/02/2016 to 28/07/2016.**
- ❖ Worked as a **HK Associate ibis Hotel Areocity new Delhi** from **22/12/2017 to 18/07/2020.**
- ❖ Worked as a **HK Associate The Glasshouses on the Ganges 21 century Gular Dogi (Neemrarna Group of hotel) Rishikesh** from **03/01 /2021 to 03/06/2021.**
- ❖ Worked As a **Tr.Hk Supervisor Hotel Le roi Haridwar (Unit of M/S Arit Hotels Pvt Ltd)** **08/08/2021 to 11/09/2022.**
- ❖ Worked as a **Pre opening Hk supervisor Clarks inn express Udaipur** From **11/10/2022 to 22/10/2022.**
- ❖ Currently working as **Hk supevisor Namami Ganges beach resort & spa Shivpuri Rishikesh** **26/10/2022 to till Date.**

Industrial Exposure

- Completed 6 months Industrial training in all four major departments form **Hotel Radisson Blue MBD Ludhiana Punjab.**

DUTIES & RESPONSIBILITIES

- Ready to arival room or departure room on time and as par sop.
- Floor rooms maintenance care and inform to senior.
- Regular or deep cleaning done as per standard.
- Take care of guest extra needed as on need.
- Linen & fixed item Inventory done as per policy.
- Make Daily water consumption report.
- Help to supervisor to keep update report of ppm and deep cleaning record.
- Monitoring Cleaning supplies and odering more as needed.
- Reporting any necessary repairs or replacements.
- **Handling Meeting with Housekeeping staff to discuss their job functions.**
- **Listening to understanding and clarifying guest concerns**
Inspecting the cleaning and servicing of guest rooms and publicareas.
- **Ensuring that rooms and bathrooms are cleaned on a daily basis.**
Inspecting guest rooms and guest areas.
- **Supervising the disposal of tras handwaste.**
- **Training up new housekeeping staff.**
- **Maintain inventory of guest room and housekeeping Supplis.**

Professional Qualification

- Completed BBA (HM) 3 Years from “ **Institute of Hotel Management of Studies” Kotdwara**, Affiliated with Hemwanti Nandan Bahuguna Garhwal University in 2015.

Academic Record

- Passed Intermediate Passed from U.P.Board, in 2012.
- Passed High School Passed from U.P.Board, in 2010.

Declaration

- All above statement are true in this “ **Resume**” Complete and correct to the best of my Knowledge and belief.

Place : _____

Date : _____

Signature

