

## **RESUME**

### **KOUSHIK GHOSAL**

**Address:** Birati, West Nabanagar,  
Kolkata-700051.

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### **PERSONALDETAILS**

Father's Name : Rabindra Nath Ghosal.  
Date of Birth : 14th March 1994  
Nationality : Indian  
Gender : Male  
Marital Status : Single  
Religion : Hinduism  
Language Known : Bengali, Hindi & English.  
Hobbies : Reading Books, Sports.

### **CAREEROBJECTIVE**

Looking for an organization that will help me develop my skills, so that I can be, not only an asset for the company, but also have a better outlook about myself helps me to improve my capabilities and grow along with the organization.

### **ACADEMICQUALIFICATION**

Passed **Madhyamik** Examination from **W.B.B.S.E** in the year 2009.

Passed **Higher Secondary** (Arts) Examination from **W.B.C.H.S.E** in the year 2012.

### **PROFESSIONAL QUALIFICATION**

3 year Diploma in **Hotel and Catering Management** from **RAM KRISHNA  
MANAGEMENTSTUDIES CENTRE** (GARIA)

YEAR	PERCENTAGE%
1 <sup>st</sup>	68.37%
2 <sup>nd</sup>	66.62%
3 <sup>rd</sup>	61.87%

### **OTHERQUALIFICATION**

Diploma in Computer Application. (MicrosoftOffice2007,WINHMS)

## **EXPERIENCE**

6 months of industrial training from **Pride Plaza Hotel** on Front Office, Production, F&B and 'Housekeeping'. Also learned Housekeeping Store Handling.

16<sup>th</sup> April 2018 to 28<sup>th</sup> Feb 2019 As a GSA working in **Syna Tiger Resort** in Madhya Pradesh.

### **Job role was:**

- Room Service
- Public Area Maintenance Report
- Stock Management Etc.

6<sup>th</sup> March 2019 to 19<sup>th</sup> Nov 2019 As a Housekeeping Supervisor at **The Byke Old Anchor** Four Star Property in Goa.

### **Job role was:**

- Staff Management
- Stock Management
- Store Management
- All Housekeeping Report Preparation
- Guest Complain Handling
- Room Maintenance
- Horticulture Maintenance
- Public Area Maintenance Report
- Daily consumption Report Making Etc.

2<sup>nd</sup> December 2019 to 2<sup>nd</sup> August 2020 as a Executive Housekeeper at **Sodexo Facility Management India Pvt Ltd** in Patna.

### **Job role was:**

- Operation Management
- Stock Management & Inventory Management
- Staff Training
- Housekeeping
- Guest House Maintenance
- Public area Maintenance
- Horticulture Maintenance
- Client Handling
- Vendor Management
- Site Liasoning Etc.

24<sup>th</sup> May, 2021 to 1<sup>st</sup> Nov, 2021 as a Executive Housekeeper at **ISS Facility Management Pvt Ltd** in Rajasthan (Dariba).

### **Job role was:**

- Operation Management
- Stock Management & Inventory Management
- Staff Training
- Housekeeping
- Guest House Maintenance
- Public area Maintenance
- Horticulture Maintenance
- Safety and Security
- Client Handling
- Vendor Management
- Site Liasoning Etc.

15<sup>th</sup> Feb, 2023 to 26<sup>th</sup> Oct, 2023 as a Assistant Administration at **Vishwa Samudra Engineering Pvt. Ltd.** in **Varanasi**.

**Job role was:**

- Finance / Budget Handling
- Operation Management
- Stock Management & Inventory Management
- Staff Training
- Housekeeping
- Guest House Maintenance
- Public area Maintenance
- Horticulture Maintenance
- Client Handling
- Vendor Management
- Document Controller
- Site Liasoning Etc.

04<sup>th</sup> Dec, 2023 to 11<sup>th</sup> Sep 2024 as a Facility Manager at **Srijan Eternia Complex (Badu Road)** in Kolkata.

**Job role was:**

- Finance / Budget Handling
- Operation Management
- Stock Management & Inventory Management
- Staff Training
- Housekeeping
- Guest House Maintenance
- Public area Maintenance
- Horticulture Maintenance
- Safety and Security
- Client Handling
- Vendor Management
- Site Liasoning Etc.

14<sup>th</sup> Nov, 2024 to Till now as a Facility Executive at **Delta T Engineering Service Pvt. Ltd.** in Kolkata.

**Job role was:**

- Finance / Budget Handling
- Operation Management
- Stock Management & Inventory Management
- Staff Training
- Food & Beverage
- Housekeeping
- Guest House Maintenance
- Public area Maintenance
- Horticulture Maintenance
- Safety and Security
- Client Handling
- Vendor Management
- Site Liasoning Etc.

### **CHALLENGES FACED**

While working with Sodexo, during nationwide lockdown worked hard by arranging foods, distributing foods maintaining hygiene for the workers family who stuck in the township area of Sodexo in Patna. That time it was really challenging task to collect foods& take care of those families.

Also, that time I had to work with very low staff strength. So, it was also challenging to complete all the assigned tasks within time in a proper way. I used to arrange video conference with the remote staffs, guide them with proper instructions, give COVID-19 related training etc.

### **STRENGTH**

- Excellent problem – solving and critical thinking abilities.
- Good administrative abilities.
- Good written and verbal communication skills.
- Strong supervisory and leadership skills.
- Punctual, Hard worker, Friendly & Honest.

### **PASSPORT DETAILS**

Passport Number	:	S1928225
Issuing Date	:	04/06/2018
Expiry Date	:	03/06/2028

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### **Declaration**

I certify that above mentioned information is true and correct to the best of my knowledge and belief.

Place: BIRATI, KOLKATA  
Date:.....

KOUSHIK GHOSAL  
Signature