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# **SHIJIN**

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#### Career & Objective

To achieve a position in a professionally managed organization, which will help me to explore myself fully and realize my potential by sincerely serving the firm that will allow me to grow with the firm.

line2

#### As a Supervisor My duty involves

* + Preparing duty roaster and staff allotment.
  + Conducting briefing and de - briefing.
  + Making inventory reports and reporting to Executive Housekeeper.
  + Handling guest complaint.
  + Special decoration for Honey moon guest.
  + Varieties of Towel Art folding.
  + Preparing deep cleaning and super cleaning schedule.
  + Conducting training about SOP to staff.
  + Making snag reports.
  + Contacting vendors.
  + Cost controlling of Guest supplies.
  + Submitting performance appraisals of staff working under me.
  + Initiate and follow up maintenance orders for service area.

line2

#### Academic Profile

2005 GHSS Kavumbhagam, Thalassery(Kannur Dist.) Kerala,India

* Passed All India Secondary School Examination with first class.

2007 GHSS Kavumbhagam, Thalassery(Kannur Dist.) Kerala, India

* Passed Senior Secondary Examination with second class.

Commerce with Mathematics

2008 Academy for Management Studies, Calicut, Kerala, India

* Passed Diploma in Hotel Management with A grade.

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#### Computing Skills

Operating Systems WINDOWS

Word Processor MS-Office

Others Desk Top Publishing, Login HMS & Win HMS

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#### Work history

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March 2012 – April 2015 Housekeeping Supervisor at Wonderla Resort,Bangalore

Nov 2011 – March 2012 Housekeeping Sr Roomboy at Gokulam Park.Cochin

May2011-Oct 2011 Housekeeping Sr.Roomboy at WyteFort,Cochin

November 2009-May2011 Housekeeping Roomboy at WyteFort, Cochin

May 2009-November 2009 Industrial exposure training at WyteFort, Cochin.

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#### Linguistic Skills

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#### English Read, Write & Speak

#### Hindi Read , Write&Speak

Malayalam Read, Write & Speak

Kannada Speak only line2

#### Professional Assets

* Good Communication Skill
* Good inter personal Skill
* Commitment & Result oriented
* Zeal to learn new technologies
* Towel art folding & Honey moon Decoration

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#### Achievements

* Attended Service for Excellence Training Conducted at Wonderla Resort.
* Got Certificate of Service for Excellence Training Conducted at Wonderla Resort.
* Got participation certificate for Fire & Safety Program by Govt of Karnataka.

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#### Strength

* Ability to learn & hard working
* Co-operative & self confident
* Enthusiastic & Optimistic

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#### Personal Profile

Date of Birth : 31/05/1990

Sex : Male

Age : 26

Nationality : Indian

Religion&Caste : Hindu, Thiyya

Marital Status : Single

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