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| **PHOTO**  **D:\RESUME\documents\photo.jpg** |

**CURRICULUM VITAE**

**ANIL**

**AREA OF INTEREST:** HOUSEKEEPING ASSISTANT MANAGER

**PERSONAL DETAILS:**

C/o-Mobile Number : +971503718643

Date of Birth : 24/10/1987

Sex : Male

Nationality : Indian

Languages Known : English, Hindi Marathi

Email : [anil.329540@2freemail.com](mailto:anil.329540@2freemail.com)

Date of Issue : 30/01/2009

Date of Expiry : 29/01/2019

Place of Issue : Mumbai

**CAREER OBJECTIVE**

My ambition is to gain challenging work experience in the Hospitality & Aviation Industry where I can be a part of the success of a dynamic and innovative organization in Housekeeping and Customer Service Department.

EDUCATIONAL QUALIFICATION

|  |  |  |
| --- | --- | --- |
| NAME OFCOURSE | UNIVERSITY/BOARD | YEAR OF PASSING |
| HSC | MUMBAI | 2OO5 |
| SSC | MUMBAI | 2OO3 |

PROFESSIONAL QUALIFICATION

|  |  |  |
| --- | --- | --- |
| NAME OF COURSE | UNIVERSITY/BOARD | YEAR OF PASSING |
| THREE YEAR DIPLOMA IN HOTEL  MANAGEMENT & CATERING  TECHNOLOGY | MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION | 2008 |

### COMPUTER KNOWLEDGE

* Systems used in the hotels : OPERA, IDS
* Ms Office-Word, Excel, PowerPoint and Internet.

**CAREER ACHIEVEMENTS/PROFESSIONAL EXPERIENCE**

**Job Profile in “NOVOTEL HOTEL.”**

* Currently I am working as Housekeeping Supervisor(Acting Assistant Manager)
* Shift starts with making occupancy report
* Then taking briefing of room attendants & public area attendants
* After that checking of grooming of them
* Making allocation of their duties
* On floor starting with guest corridors, lifts, pantries & service areas
* Then starting to check vacant rooms followed with occupied & check out rooms
* Making lost & found records, which articles found in check out room
* Handling guest complaints
* At the end of shift taking all proper handover & also taking debriefing
* I also take some inventories like linen inventory, tools & equipment inventory
* I also take weekly training of room attendants
* Planning with manager for budgeting, costing & manning

**Job Location: Tahlia Street, Jeddah, Saudi Arabia** From 6th Feb 2017 till date

**Job Profile in “Inox Leisure Pvt Ltd.”**

* I have been worked as Housekeeping Team Leader
* Making Roster
* Taking briefing of associates
* Checking Auditoriums, Lobby, Wash rooms, Projection room & Box office

**Job Location: MUMBAI** from 1st June 2016 till 31st Jan 2017

**Job Profile in “Costa Cruises.”**

* I have been worked as Housekeeping Supervisor
* Making occupancy report
* Taking briefing of cabin stewards & public area attendants
* Checking guest cabins
* Making fulfill guest needs which are travailing from around the world
* Dealing with them in different languages
* Handling embarking & disembarking guest’s luggage procedure
* Managing guest lost & found articles reports
* Checking public areas, lounges
* Handling gangway operations
* Making memos of maintenance of respective areas

**Job Location: ITALY** from 15th April 2013 till 3rd April 2016

**Job Profile in “THE FULLERTON BAY HOTEL.”**

* I have been worked as Housekeeping Supervisor
* Making occupancy report
* Checking guest rooms corridors
* Checking guest rooms
* Making lost and found reports

**Job Location: SINGAPORE** from 11th June 2012 till 10th December 2012

**Job Profile in “THE CENTRAL PARK HOTEL.”**

* I have been worked as Housekeeping Supervisor
* Shift starts with making occupancy report
* Then taking briefing of room attendants & public area attendants
* After that checking of grooming of them
* Making allocation of their duties
* On floor starting with guest corridors, lifts, pantries & service areas
* Then starting to check vacant rooms followed with occupied & check out rooms
* Making lost & found records, which articles found in check out room
* Handling guest complaints
* At the end of shift taking all proper handover & also taking debriefing
* I also take some inventories like line inventory, tools & equipment inventory
* I also take weekly training of room attendants

**Job Location: BUND GARDEN ROAD, Pune** 20th June 2011 to 31st May 2012

**Job Profile in “J.W.MARRIOTT.”**

* I have been worked as GUEST SERVICE ASSOCIATE i.e. ROOM ATTENDANT.
* My main duties are to keep clean & maintain guest rooms
* Also maintaining up clean of guest corridors, pantries & service areas
* Depositing all lost & found articles which are found in check out room
* Also helping to supervisor for the linen inventory
* Handling guest request in afternoon & night shift

**Job Location: JUHU TARA ROAD, MUMBAI** from 3rd June 2008 to 25th Nov 2010

**SPECIAL SKILLS / PERSONAL QUALITIES**

1. Honest and sincere towards work.

2. Punctual at work.

3. Flexible to work any no of hours.

4. Able to supervise the team when needed.

5. Good team member to complete work smoothly