*CURRICULUM VITAE*

***KARAN***

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*PERSONAL DETAILS:*

*D.O.B : 20-Oct-1992*

*Nationality : Indian*

*Languages known : English , Hindi , Punjabi , Urdu*

*CAREER OBJECTIVE:*

*I want to do work in highly challenging environment, where I can use my knowledge and skill in the overall development of the company by working as its team member and I want to do work under the environment where I can groom by the hidden talent and done with best of my ability.*

*WORK EXPERIENCE:*

*. Maharaja Hotel*

*Hoshiarpur , Punjab , India*

*Nov 2011 to June 2012( Room Attendant)*

*.Golden Tulip Hotel,*

*AL Fardan center,*

*Sahrjah , UAE*

*July 2012 to June 2014 (Floor Supervisor)*

*. Yassert Gloria Hotel*

*Internet city,*

*Dubai, UAE.*

*June 2014 to August 2014 (Floor Supervisor)*

*. Customer Awareness training*

*. Hotel President*

*Hoshiarpur , Punjab ,India*

*Sep 2014 to May 2015 (Supervisor)*

*. Nice Computers ,*

*Hoshiarpur.Punjab , India*

*June 2015 to Feb 2016*

*. Sharjah,UAE*

*June 2016 to Present*

*RESPONSIBILITIES:*

*.Leading a team of Room Attendants to maintain rooms to the highest standard possible.*

*.Cleaning and setting up all guest rooms.*

*.Rearranging and assembling furniture in rooms.*

*.Inspecting the work of cleaners for conformance to prescribed standards of cleanliness.*

*.Reporting any maintenance issues to senior Maintenance Managers.*

*.Carrying out various cleaning tasks.*

*.Moving furniture to clean under and behind it.*

*.Disinfecting and deodorizing toilet bowls and lavatories.*

*.Ensuring that housekeeping materials and equipment are maintained and used correctly.*

*.Managing all handovers in a professional manner.*

*.Reporting persistent staff absences to the HR Manager.*

*.Carrying out any reasonable guest requests.*

*.Creating a list of rooms that have to be cleaned immediately.*

*.Informing managers about the status of cleaned rooms.*

*.Safeguarding the personal items of guests*

*.Changing bed linen and towels*

*.Making beds*

*.Vacuuming floors dusting and polishing furniture*

*.Cleaning bathrooms replacing stocks of guest supplies such as shampoo and soap*

*.Re-stocking drinks in the mini-bar*

*EDUCATION:*

*. +2 in S.D Senior Secondary School Hoshiarpur.*

*. 3 Months Computer Diploma.*

*. Diploma in Computer Applications.*

*COMPUTER SKILLS:*

*. Microsoft word*

*. Microsoft power point*

*. MS Excel*

*. Photoshop*

*. Well knowledge In Tally with Basic Accounting*

*. Fire safety*

*. Image protection*

*. Have well Communication skills*

*. Hygiene and safety*

*.I am an good Athlete also.*

*STRENGTH:*

*. Optimistic approach and never say die attitude.*

*. Experience of working in a group and leading a team.*

*. Open to new ideas.*

*. Can very well handle to staff.*

*.Handworker and Dedicated more than others.*

*. Can work in Accounts with Tally.*