**CURRICULUM VITAE**

**PAVAN**

**Email:** [**PAVAN.333123@2freemail.com**](mailto:PAVAN.333123@2freemail.com)

**POSITION APPLIED FOR: “House Keeping / Supervisor”**

**OBJECTIVE:**

A Suitable position with an organization where I can Utilize the best of my skills and abilities that fit to my Education, skills and experience a place where an encouraged and permitted to be an active participate as well vital contribute on development of the Company

**SUMMARY OF QUALIFICATION:**

* Ability to perform multi task effectively
* Hard Working
* Leadership
* Good Team player
* Can work under pressure

**EXPERIENCE:**

**I have done** cr**oss training as a housekeeping supervisor.**

Company : JA Hotels&Resorts

Location : Dubai UAE

Position : House Keeping & Room Attendant

Duration : 26 October 2015 to Still now

Work Location : JA Oasis Beach Tower

Company : Trans guard Group L.L.C

Location : Dubai UAE

Position : House Keeping & Room Attendant

Duration : 26 March 2014 to 26 September 2014

**Work Location** : Palace Hotel

**Duties & Responsibilities:**

* Cleaning the guest rooms vacuuming bed making, bathroom cleaning fill up Supplies & Other extra Cleaning inside the room.
* Take care of VIP rooms from our reports & giving the first priority to the Guest.
* Maintain the pantry, corridor & Lift Landing areas with hotel standards reporting to the respective supervisor if there is anything wrong.
* Deposit the guest lost & found to the Housekeeping office.
* How to do the Spring Cleaning.
* Guest’s requests should be handling within 15 minutes
* Checking the room its impression to the guest
* Calling the team leader or coordinator if there is any maintenance in the room
* Handle the guest’s complain
* Checking the room and its impression to the guest

**Company** : Novotel Hotel

**Location** : Visakhapatnam India

**Position** : House Keeping

**Duration** : 1 year

**Company** : Taj Deccan

**Location** : Hyderabad India

**Position** : House Keeping

**Duration** : 1 year

**Duties & Responsibilities:**

* Strips and remakes beds with Fresh Linen in every room including stayovers
* Empties wastebaskets and ashtray (if Used) – replace ashtray in all smoking rooms
* Wipes all window sills, doors, and walls when needed, as well as light switches
* Dusts all furniture and fixtures – including headboard, lamps, and desk mirror.
* Reports any maintenance issues including burned out light bulbs
* Puts stationary in folder along with 2 pens and places in desk drawer
* Wipes mirrors and all vanity fixtures down in bathroom
* Makes sure alarm clock is not set for alarm
* Changes mattress pads, blankets, or bedspreads when needed
* If furniture is rearranged from a guest put back in proper place
* Turning down beds, delivering newspapers and picking up dry cleaning or ironing

**EDUCATION QUALIFICATION:**

* Intermediate Passed

**PROFESSIONAL QUALIFICATION**

* 1 ½ Craft Course in Hotel Management from International Institute of Hostel Management Academy, Visakhapatnam.
* Undergone industrial training in Dolphin Group of Hotel, Visakhapatnam.

**COMPUTER SKILLS:**

* Basic Compute Skills
* MS Office
* Internet & Email

**PERSONAL PROFILES:**

Name : **PAVAN**

Date of Birth : 20-07-1990

Nationality : India

Gender : Male

Religion : Hindu

Marital Status : Single

Languages Known : English, Hindi & Telugu

**PASSPORT DETAILS:**

Date of Issue : 04-03-2013

Date of Expiry : 03-03-2023

Visa Status : Employment Visa

**CONCLUSION & DECLARATION:**

I here by certify that the above mentioned Statement is correct & true to the best of my knowledge & belief.