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| **ANOOP RAHIM – CV No 2008380**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |

**CURRICULUM-VIATE**

**ANOOP RAHIM.**

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**Post Applied for:** HOUSEKEEPING SUPERVISOR

**Name : ANOOP RAHIM.**

**Age and Date of Birth : 26 years, 03-11-1989**

**Nationality : Indian**

**Sex : Male**

**Religion/Caste : Islam-Muslim**

**Marital Status : UN married**

**Language Known : English, Arabic, Hindi, Tamil**

**Experience Gained : 07 Years**

**Computer Working Knowledge**

**MS-WORD, MS-EXCEL,and POWER POINT.**

**OBJECTIVE**

* **To secure a challenging position in a reputed organization, where my capabilities can be exploited for the growth of the organization and ample opportunity for career development.**
* **To use the knowledge and skills acquired, to learn and adopt new and emerging technologies.**
* **Always aiming to achieve goals.**

**Educational Qualification**

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| **Examination** |  **Period of study** | **University/Board/****Institution**  |
| **S.S.L.C** | **March 2006** | **Board of Public Examination****Kerala State** |
| **PLUS - 2** |  **July -2008** | **Board of Higher Secondary Examination****Kerala State** |
| **HOUSEKEEPING TRAINING** | **January - 2009** | **Le MERIDIEN Resort and Convention Centre** |
| **HOTEL ACCOMADATION OPERATION** | **June - 2009** | **State Board of Technical Examination****Kerala State** |
| **SERVICE CULTURE TRANSFORMATION** | **Dec-2012** | **Building Loyalty at Sheraton Doha.** |
| **SERVICE CULTURE TRAINING** | **Jan - 2012** | **From Le Meridian** |

**Job Experience**

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| **S. NO** | **Designation** | **Period** | **Employers Name** |
| **1.** | **HOUSEKEEPING TRAINING** | **Dec 2008 to Jan-2009** | **Le MERIDIEN Resort and Convention Centre,** |
| **2.** | **Sr. ROOM ATTENTANT/ Housekeeping sup.** | **July-2009 to Oct- 2012** | **Le MERIDIEN Resort and Convention Centre,** |
| **3.** | **Sr. ROOM ATTENTANT** | **Sep - 2012** | **SHORT TERM Assignment for GCC CONFERENCE at KUWAIT.** |
| **4.** | **Sr. ROOM ATTENTANT** | **Nov-2012****Feb-2013** | **SHERATON DOHA Resort and Convention Hotel** |
| **5.** | **HOUSEKEEPINGSUPERVISOR** | **April-2013****May-2016**  | **Mahindra Holidays and ResortsIndia Ltd, Munnar, Kerala.** |
| 6. | **HOUSEKEEPINGSUPERVISOR** | **JUN-2016****TIL DATE** | **-** |

 **PERSONAL STREGTHS**

* **Strong interpersonal skills**
* **Experienced and capable of working in a diverse work force**
* **Detail oriented, flexible and adaptable**
* **Capable of working as a team for accomplishment of goals**
* **Workaholic and enjoys organizing and exhibiting leadership qualities**
* **Enjoy taking up responsibilities and completing the job assigned within the stipulated time.**

**Nature of duties and Responsibilities:**

**Dec. 2008 to Still Date**

**From 2008 to 2013 I was in Le MERIDIANRESORT AND CONVENTION HOTELat Cochin as a ROOM ATTENDANT this is a Leading 5 star hotel in Cochin, Kerala. During this period I was engaged all types of Housekeeping activities with proper procedure and rules, Now I am working as a HOUSEKEEPING SUPERVISOR with following responsibilities, Daily meeting with all level of staff, To arrange and maintain the house keeping staff and material,Assign workers duties and inspects work performance and maintain prescribed standards of cleanliness. Investigates complaints regarding housekeeping service and equipment, and takes corrective action. Coordinates work activities among departments. Inventories stock to ensure adequate supplies. Evaluates records to forecast department personnel requirements. Selects and purchases new furnishings. Performs cleaning duties in cases of emergency or staff shortage Establishes standards and procedures for work of housekeeping staff. Records data regarding work assignments, personnel actions, maintain time cards, and prepares periodic reports etc...**

**TOTAL YEAR OF EXPERIENCE:07YEARS of experience**

**In 5 STAR HOTEL FIELD**

**Place:Ernakulam**

**Date:10/12/2015ANOOP RAHIM.**

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