

**KAMBLE**

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**Day to Day Activities :**

* Allocate work duties to Team Members
* Perform routine inspections of all check out rooms and spot checks of all occupied rooms
* Report and follow up on any maintenance defects or other issues
* Inspect, routinely, service areas, store rooms and corridors
* Schedule and supervise deep cleaning and any other projects
* Manage and train Room Attendants and other Team Members to ensure their performance is to the standards required
* Manage, efficiently, stock control and the maintenance of equipment
* Provide excellent Guest service, including VIP and other special requirements
* Ensure the adherence to hotel brand standards at all times

**Job Activities**

* Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
* Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
* The ability to communicate information and ideas in speaking so others will understand.
* The ability to listen to and understand information and ideas presented through spoken words and sentences.
* The ability to read and understand information and ideas presented in writing.
* The ability to communicate information and ideas in writing so others will understand.

**The Responsibilities included**:

* Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness & Selects and purchases new furnishings.
* Investigates complaints regarding housekeeping service and equipment, and takes corrective action.
* Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.
* Coordinates work activities among departments.
* Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.
* Inventories stock to ensure adequate supplies
* Evaluates records to forecast department personnel requirements.
* Makes recommendations to improve service and ensure more efficient operation.
* Prepares reports concerning room occupancy, payroll, and department expenses.
* Performs cleaning duties in cases of emergency or staff shortage.
* Examines building to determine need for repairs or replacement of furniture or equipment, and makes recommendations to management.
* Records data regarding work assignments, personnel actions, and time cards, and prepares periodic reports.

**EDUCATIONAL QUALIFICATIONS:**

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| **Year** | **Name of the University** | **Place** | **Percentage** |
| 2002-2005 | Kakatiya University in Warangal | **ADILABAD** | **58 %** |
| 2000-2002 | 10+2 -A.P.S.W.R.Jr.College | Mudhole (A.P) | 62 % |
| 1995-2000 | S.S.C -A.P.S.W.R.School | Asifbad (A.P) | 65 % |

**Achievement** : **-**

**1.**Certificate of Attendance HSC Department Work Place Expectation,Health

and Hygiene Standards & Emergency Prepareness Procedures.

2. Certification Appreciation of Dedication, Professionalism & Outstanding

duringg job period Shut Down in GASC ASAB ( ABU DHABI)-2014

**3.** Appreciation Certificate is Out Standing Efforts & Hard Work durirng the

Shut Down period GASCO ASAB ( ABU DHABI)

**Experience:-**

* ***NATONAL CORPORATION FOR TOURISM AND HOTELS*** (U.A.E- ABU DHABI) as HouseKeeping Department3 Years 6 Months (Sep-2012 to Nov - 2015)
* **Accountant** 2 years in ***SPANDANA SPHOORTY FINANCIAL LIMITED*** (May-2006 to May-2008 in INDIA)

**Technical skills:**

* **Packages :** P.G.D.C.A (Computer Application), Ms-office. Tally 9.0 ver.

Hobbies & Interest : News Paper Reading

**Declaration: I hereby declare that the above information is true to the best of my knowledge.**