**CURRICULUM VITAE**

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| [Vipin.353535@2freemail.com](mailto:Vipin.353535@2freemail.com)  Vipin  5th April 1982,India | |  |  | | --- | --- | |  |  | |

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| **Housekeeping Executive/Supervisor with over nine years of Hospitality and Housekeeping Experience. I am looking for a career that is both challenging and reward.** |

**EMPLOYMENT DETAILS**

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| Bridge Point Skill and Development Pvt Ltd  **Job Title:-** Housekeeping Supervisor Trainer | 25th April 2016 to current |

* Consistently offer professional, friendly and engaging service.
* Train all Housekeeping Students ensuring the comprehension and executions of standards are met.
* Provide on-going coaching and guidance for Housekeeping.
* Ensure all training material is up to date**.**
* Coordinate all training sessions**.**
* Ensure all Student training, documentation and testing is completed in the required time frame**.**
* Create and develop training materials and programs to meet the needs of the Housekeeping department**.**
* Follow outlet policies, procedures, service standardsand all safety policies.

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| Abu Dhabi National Hotel Compass ME LLC  **Job Title:-** Cleaning Supervisor | 24th April 2011 to 14th May 2015 |

* Supervise daily operations of the housekeeping department to maintain the standards ofcleanliness and

service and assign porter, office boy & messenger.

* To monitor stock of Cleaning equipment and materials in order that order can be place on timely basis.
* To organise appropriate training to all cleaning staff.
* Develop and carry out induction procedures with all new staff
* Inspects and Updates status of all rooms andareas assigned. Giving training and presentation to the staff,

train staff the uses of housekeeping Chemical, Equipment and machinery and their safety.

* Analyze all competition businesses & plan all schedule for spring cleaning and pest control and perform regular audit on same and ensure compliance to all loss and four procedures.
* Ensure all furniture to be clean at all the times and ensure removal of all markings from glasses and assist maintain neat and clean bathroom
* Undertake any additional cleaning duties as directed by the Project Manager
* Turns in maintenance requests daily.
* Worked in all different sector and organisation, Hospitals, Golf Club and Defence.

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| Vi Care Facility Service Pvt Ltd  **Job Title:-** Operation Manager | 10th May 2009 to 31st May 2010 |

* Responsible for all duties of the housekeeping operation and cleanliness levels in areas of the property, as well as maintaining & implementing cleaning procedures allassigned rooms, common areas, hallways, & other locations at the facility.
* Responsible for short and long term planning and the management of the Industry.
* Develop & recommend the budget, labour cost plans & objectives & manages within those approved plans.
* Responsible for staff training & scheduling, inter department communications.
* Establish and annually review standards and work procedures for all Housekeeping staff
* Plan work and staffing schedules and areas of work to ensure adequate services are rendered
* Assist in the hiring process; interview, hiring and training of new associates
* Orient, develop and supervise all supervisory/housekeeping staff
* Regular inspections and recommendations to the facility
* Monthly reporting of goals, accomplishments and future plans
* Staff education and training
* Communication with staff and other departments and administration

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| Wockhardt Heart Hospital  **Job Title:-** Facilitator- Housekeeping | 10th Oct 2007 to 5th May 2009 |

* Planning, organizing & coordinating to the work with housekeeping staff Recruiting new staff and inducting them into proper training programmer make ensure on whichrooms to take off for special/spring cleaning/renovation, etc.
* Discuss with General Manager for the type of furniture, décor, linen and staff requirements.
* Prepare for the requisition made for materials like guest supplies, cleaning supplies & equipments, etc.
* Prepares the annual housekeeping budget.

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| Sushrut Hospital  **Job Title:-** Hospital Housekeeping Manager | 1st Nov 2006 to 7th Oct 2007 |

* Experience in operations of all housekeeping functions in Offices, Public areas including corridors and stair well
* Implements safety standards and develops procedures to ensure compliance.
* Conducts hiring interviews and selects candidate for job opening.
* Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork.
* Develops the performance enhancement plan, documents performance, provides performance feedback, formally evaluates the work of the employee, and provides reward and recognition for proper and efficient performance.
* Ensures quality, effectiveness, and efficiency of unit activities and safety measures.
* Performs other related duties as assigned or requested.
* Sees to the allocation of Work to the staff. Prepares duty Roaster for the housekeeping staff and re-schedules them in case of absenteeism.
* Maintain stock Registers Checks the Proper grooming of staff & there disputes and complaints.

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| Dust Blowers Facility Management Services Pvt Ltd  **Job Title:-** Housekeeping Supervisor | 10th Sept 2005 to 30th Sept 2006 |

* Responsible for upkeep of housekeeping and laundry inventory, as well as teaching employees the importance of greeting guests and courteously solving their requests.
* To ensure standards of cleanliness, hygiene and tidiness in all
* Saw that inspection program was consistently maintained.
* Inspected different rooms daily. Was responsible for assuring that all safety and security policies and procedures were followed.
* Worked closely with all other departments.
* Managing a stock control and ordering system to ensure availability of stock and cost control to maintain costs to a minimum.
* Carrying out any other duties as may be reasonably required by management

**ACADEMIC BACKGROUND**

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| Diploma in Hotel Management & Catering Technology | IIAS School of Management | Year completed: 2005 |
| Higher Secondary Certificate | Hislop College | Year completed: 2001 |
| Secondary School Certificate | Dharampeth School | Year completed: 1999 |
| Fundamental of Computer | Juneja Computers | Year completed: 1996 |

**PROFESSIONAL DEVELOPMENT**

1. Training for Correct Handling, Application, Environmental and Health & Safety Practices of Arpal Products.
2. Training for Fire & Safety, Emergency Preparedness, Infection Control, Risk Management ,Hazard communication and Back Awareness from Al Ain Hospital
3. Industrial Training for Food & Beverage, Front office, Food Production, Housekeeping from ITC Windsor Sheraton &towers Hotel.

**OTHER INFORMATION**

* Superior ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds.
* I possess clear concise with written and verbalcommunication skills in my native tongue and the English, Hindi & Marathi language.
* Excellent organizational, interpersonal and administrative skills.
* Strong ability to coach and counsel employees to reflect service standards and procedures.
* Skilled at teaching, supervising and mentoring multilingual and multicultural staff.
* Skilled at insuring proper staffing levels for customer service goals.
* I stay educated on all the latest housekeeping and laundry technology.