**RESUME**

**SURJOON**



**EMAIL ID:** **SURJOON.374067@2freemail.com**

**Objective:**

Looking for a position in the company where my experience and skills can be fully utilized. It is my keen interest to find a challenging position with the progressive organization that gives me the opportunity to update my knowledge and skills accordance with the trends and to be a part the team.

**Posting Applying for:**

**Cleaning Supervisor (Housekeeping Supervisor)**

**Attribute:**

Positive attitude, continuous learner, highly committed, result oriented enthusiastic self-starter and quickly assimilate latest and new technologies, skills, concept and ideas.

**Job Experience:**

* Worked as a M/s Power Cleaning Service a senior cleaning supervisor at Khalifa University Campus - Sharjah – UAE Since 2009 – 2015.
* Worked as a Housekeeping supervisor at Hotel Grand Orient –

Chennai (India) for the period May 2005 to Sep 2009.

* Currently working in paradise resort senior housekeeping supervisor in Kumbakonam since 2015 till now.

**Duties and Responsibilities of Housekeeping Supervisor:**

* Responsible for smooth operation of the floor assigned.
* Responsible for the performance of floor boys.
* Supervise Room Attendants
* Organizes and facilitates the room making process.
* Daily allocation of rooms and deep cleaning tasks to team members.
* Responsible for the cleanliness of guest rooms, corridors and heart of the house area of the floor.
* Checks the occupied and departure rooms, giving special attention to guest needs.
* Ensures that the entire operation is performed as per the laid down standards.
* To organize immediately the guest needs under intimation to EHK/Executive.
* Manage guest requests, including VIP amenities and communicating them to the relevant team members
* Routine inspection of guest bedrooms to ensure they meet standards.
* Aware of all room categories and amenities.
* Achieve positive outcomes from guest queries in a timely and efficient manner
* Having well knowledge about different types of cleaning agents and chemicals.
* Carry out lost and found procedures.
* Report maintenance issues to Maintenance/Engineering

Department.

* Assist Housekeeping Manager with training requirements.
* Represent the needs of the team to others in the hotel.
* Comply with hotel security, fire regulations and all health and safety legislation.
* Assist other departments wherever necessary and maintain good working relationships.

**Educational Qualification:**

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| --- | --- | --- |
| **Year** | **Course** | **School / University** |
|  |  | **Name** |
|  |  |  |
| 2002-2005 | B.Sc (Hotel Management & Catering | Annai College of Arts & |
|  | Science) | Science, Kumbakonam. |
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| **Additional:** |  |  |
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|  Computer Knowledge | : | MS Office word, Excel, |
|  |  | Power point, Microsoft Outlook |
|  Language known to speak | : | English, Hindi., Arabic, |
|  |  | Malaiyalam, Tamil |

 Language Known to speak and write: English, Tamil,

|  |  |  |
| --- | --- | --- |
| **Personal Data:** |  |  |
|  |  |  |
| Date of Birth | : | 12.06.1983 |
| Sex | : | Male |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Religion | : | Muslim |
|  |  |  |
| **Personal Data:** |  |  |
|  |  |  |
| Passport No | : | P2446396 |
| Place of Issue | : | Tiruchirapalli |
| Date of Issue | : | 23.02.2017 |
| Date of Expiry | : | 22.02.2027 |

**Declaration:**

I hereby confirm that the information furnished above is true to the best of my knowledge.

***(Surjoon)***