

**SAJU**

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Dubai

**Objective**

To seek a challenging career in Hotel Industry having the environment that encourages continuous learning and provides exposure of new techniques, so as to achieve professional and personal growth.

**Achievements**

Certificate of Appreciation for the support and efforts extended during the Gulf Cooperation Council Conference 2002 held at Sheraton Doha Hotel & Resort 18th- 25th December 2002.Doha-Qatar.

Certificate of Appreciation for the support and efforts extended during the World Trade Organization 4th Ministerial Conference 2001 held at Sheraton Doha Hotel & Resort 9th-13th November 2001.Doha-Qatar.

Certificate of Appreciation for the support and efforts extended during the Ninth Session of the Islamic Conference held at Sheraton Doha Hotel & Resort 6th-16th November 2000.Doha-Qatar.

**Work Experience**

***More than 10+ Years of work experience in Gulf.***

Company: **Mobile Land System (RAK)**

Duration: Jan 2014 to Oct 2017

Designation: **Warehouse Assistant And Store Keeper**

* Receiving materials from the suppliers as per Delivery Note.
* Checking invoices and match with the delivery notes create GRN for the received items.
* Preparing delivery as per requested purchase orders.
* Update stock details report submit to the accounts department weekly basis.
* Maintain Register for Stock inwards and outward for Auditing Purposes.
* Preparing gates pass for the delivery of the materials from our warehouse.
* Follow up with the customers/Suppliers for the partial deliveries.
* Solving the discrepancies related to the Invoice/Delivery notes received from the customers& Suppliers.

Company: **Joys Palace (4 star hotel located in Thrissur,Kerala,India)**

Designation: Housekeeping Superv isor. ( Feb 2011 – Jan 2014)

Work Summary:

* Inspect work to ensure proper standards of cleanliness and revise work schedules depending on the operation and occupancy
* Supervise periodic cleaning tasks and ensure proper records are kept, inspect rooms and public areas and point out areas for improvement
* Recommend rooms that need spring cleaning or maintenance in coordination with Engineering and Front Office
* Coordinate repairs and maintenance with Engineering and ensure that proper records are kept for rooms as in a Room History record
* Determine discards of linen, towels, blankets and all other worn out items and recommend new purchases as and when needed
* Ensure that uniforms are proper and order new uniforms as and when needed
* Keep an open channel of communication with subordinates and superiors on a daily basis.

Company: **SHERATON Doha Hotel & Resort**

 (STARWOOD Hotels & Resorts Worldwide Inc).

Designation: **Housekeeping Senior Supervisor.& Store Keeper (F&B) (Dec 1999 – Dec 2010)**Work Summary:

* Provide assistance to the Executive Housekeeper in ensuring the highest standard of guest care, cleanliness & maintenance throughout all guest areas is delivered at all times.
* Provide direction and support to all housekeeping supervisors, room attendants, public area attendants & HK order taker, to ensure standards and departmental policies and procedures are followed consistently.
* Ensure all housekeeping associates are fully trained in the set standards of cleanliness and guest care.
* Handle and resolve guest concerns quickly, logging and coordinating with the proper areas.
* Ensure maintenance concerns are reported and addressed promptly.
* Actively contribute in achieving department objectives and demonstrate a high level of innovation to ensure continuous improvement in the department’s operation.
* Responding immediately to the complaints and requests from guests.
* Ensuring that all furniture and equipment are kept and maintained in good working condition.
* Maintaining Operational Stock
* Day to day check on the storage facilities for upkeep and hygiene
* Issuing & Receiving stock within the stores

**Academic Qualification**

SSLC

Diploma in Electronics

**Personal Profile**

Name : Saju
Nationality : Indian
Sex : Male

Date of Birth : :12-02-1968

Languages Known : English, Hindi & Malayalam.
Date of Expiry : 25-03-2023

**DECLARATION**

I hereby declare that all the statement above are true and correct to the best of my knowledge and belief.

Saju