**RESUME**

**SUJAN**

Sujan.380925@2freemail.com

**OBJECTIVE:**

**To apply my knowledge& skills with all efforts and hard work to contribute to the growth of the Industry, and create some advancement opportunity for myself.**

**AREA OF PREFERENCE:**

**> House Keeping Dept. >Human Resource Dept.**

 **Functions Handled at Al-Amar Gold Mine Site In-Charge (Job Description):**

* **Reporting to Head Office HR Manager (Jeddah, Kingdom Of Saudi Arabia).**
* **In-charge of Site & Camp:-**

**(Site: Ware House, WorkShops, Mosques, SecurityOffices, Mining Mill& Other Public**

 **Areas, Camp: VIP Villas, Senior & Junior Rooms,Senior& Junior Mess Halls,**

**Recreation Room,Swimming Pool, Gym & Security Office)**

* **Monitoring over the Staffing and making the Duty Roaster(Time Sheet Report)**
* **Organize On the Job Training and Evaluate its effectiveness.**
* **Physically checking the room before releasing the room for Sale.**
* **Making the Discrepancy Report and Monitoring over the Occupancy list.**
* **Procurement Report(Take care of budget and Cost Control for the department)**
* **Stock &Petty Cash Maintenance,**
* **Daily & Monthly Reports,Inventory Reports,Lost &Found Report,Maintaining Log Book,**
* **In-charge of Laundry(Maintain the linen dept. both for room spread and staff uniform)**
* **Pest Control & Gardening Incharge**
* **Chemical Maintenance (House Keeping, Pest Control, Gardening, Laundry Dept.)**
* **Taking Care of all the Concerned Dept. Keys**
* **Job Order( Maintenance Complaints)**
* **Conducting Staff Meeting,Briefing**
* **Co-ordinate with Guests &Clients(To ensure proper guest satisfaction during their**
* **Stay, Handling all kind of guest complaints related to House-Keeping)**
* **Maintain par stock of guest supplies, cleaning supplies,**
* **Assist purchase department in selecting supplies for items related to Housekeeping.**
* **Ensuring proper maintenance and cleanliness both for back and guest area.**

**WORK EXPERIENCE:**

**>Worked at CIT(Canadian International Trading Ltd.)Jeddah SaudiArabia as House Keeping Supervisor from Jan to May.**

**> Worked in Hotel Coral Tree (A unit of Gold Finch hotels pvt.ltd - M.R.G Group) Bangalore as a House Keeping Supervisor.**

**> Worked in 7th Heaven Service Apartments (Shambhavi Group)Manipal as a House Keeping Manager.**

**> Worked in Hotel Trinity Isle (A unit of Trinity Comforts Pvt ltd.) Bangalore as a House Keeping Supervisor.**

**> Worked in Hotel Sri Ram Residency (A unit of Shetty Hotels Pvt ltd)Udupias a Floor Supervisor and as a F & B Captain.**

**> Worked in Hotel Rukmini Residency Udupi as a House Keeping Supervisor.**

**> Worked in Hotel Golden Land Mark (A unit of Prashanth Hotels Pvt ltd) Bangalore as a Hotel Operational Trainee.**

**> Worked in Hotel Karavali Udupi, as a Floor Supervisor.**

**INDUSTRIAL TRAINING EXPERIENCE:**

**> Successfully completed Internship in H.R department at Future Value Retail ltd, Udupi From 05th November 2015 to 25th May 2016.**

**> Successfully completed practical training in the department of F & B Production from 1st November to 31st December 2004 at Hotel Samrat Residency – (A unit of Sree Guru raja Enterprises Pvt.ltd),Bangalore.**

**ACADEMIC QUALIFICATIONS:**

**> M.S.W (Master of Social Work Degree) from Vivekananda Educational Trust,Udupi byKarnataka State Open University (2013-2015).**

**> B.A (Bachelor of Arts Degree) from Mahatma Gandhi Memorial College, Udupi by Karnataka State Open University (2010-2013).**

**> D.H.M.C.T (Diploma in Hotel Management &Catering Technology) from Srinivas Institute Of Management Studies, Mangalore (2004-2006).**

**> D.E.C ( Diploma In Electronics And Communications) from St.Norbert Institute Of Industrial Training Centre And Computer Technology,N.R.Pura , Shimoga (2003-2004).**

**> S.S.L.C (10th) from Government Junior College, Koppa (2003-2004).**

**ADDITIONAL QUALIFICATIONS:**

**>W.C.C (Web Centric Computing) from N.I.I.T Institute, Koppa (2003-2004)**

**>M.W (Microsoft Word) from St.Joseph Primary School, Koppa (2001-2002)**

**> IDS Software (PMS) & DLS Software (Hotel Software)**

**PERSONAL DETAILS:**

**Date of birth - 13-11-1987**

**Sex - Male**

**Marital status - Single**

**Religion - Christian (Roman Catholic)**

**Nationality - Indian**

**Height - 5.8- 172 cm**

**Blood Group - AB – ve**

**Languages Known - English, Hindi, Kannada, Konkani, and Tulu.**

**Hobbies - Listening to Music, Reading, Travelling.**