**CURRICULUM VITAE**

****

**Shaikh**

Address - Dubai,

United Arab Emirates

**Email** **Id :****shaikh.382302@2freemail.com**

 :

|  |
| --- |
| **OBJECTIVE:** |

To Gain knowledge build reputation and respect through my contribution to the origination and to work with people who are experts in the field and to take every Task as challenge

|  |
| --- |
| **EDUCATIONAL QUALIFICATION :** |

* Completed SSC Pass from ,( Father Agnel technical Hi school ) Bandra Mumbai Maharashtra India.
* Completed Diploma in *IATA* with the specialty of hospitality management for three month.

|  |
| --- |
| **COMPUTER SKILLS :** |

* BASIC KNOWLEDGE
* MS-CIT
* DTP
* ADV TALLY

|  |
| --- |
| **WORKING EXPERIENCE :** |

**A.**

* Position & Company Name : Housekeeping at chembur Hotel mumbai , Maharashtra
* Experience : march 2012 to August 2014

**B.**

* Position & Company Name : Worked as Housekeeping with Team

 kurla hotel Catering Co, , Mumbai

* Experience : Since October 2014 to march 2016

|  |
| --- |
| **DESCRIPTION OF WORK :** |

1) Assigns staff their duties and inspects work for conformance to prescribed standards of cleanliness.

2) Investigates complaints regarding housekeeping service and equipment, and takes corrective action.

3) Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.

4) Coordinates work activities among departments.

5) Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.

6) Inventories stock to ensure adequate supplies.

7) Evaluates records to forecast department personnel requirements.

8) Makes recommendations to improve service and ensure more efficient operation.

|  |
| --- |
| **PERSONAL PROFILE** : |

* Date of Birth : 10/10/1997
* Nationality : Indian
* Gender : Male
* Religion : Muslim
* Languages : Hindi, English and Marathi
* Visa status : Visit Visa till

|  |
| --- |
| **DECLARATION :** |

I hereby declared that above information given by me is true to the best my knowledge.