**CURRICULAM VITAE**

**NAME** – ANWAR

Email – anwar.383479@2freemail.com

Applying for the post of Housekeeping supervisor.

**Seeking career enrichment in the areas of Housekeeping with a reputed organization in the Hospitality Sector**

**CAREER OVERVIEW**

* **Around 06years’** experience in the areas of Housekeeping, Team Management and General Administration with reputed organizations.
* Demonstrative excellence in executing housekeeping activities in the organization with new initiatives for restructuring of cleanliness and health facilities.
* Expertise in handling housekeeping areas like Public Area, Floors, Linen & Uniform Room, Laundry, Flower Room.
* Strong technical acumen with good leadership qualities & motivated with a drive to deliver results and achieve objectives.
* Proven abilities to lead operations in strict & disciplined environments.

**PROFICIENCY FORTE**

**Housekeeping Operations**

* Monitoring various activities pertaining to cleaning of Rooms & Public Area.
* Implementing housekeeping policies and standardizing systems/ processes, ensuring smooth and efficient operations as instructed by Superiors.
* Checking quality of cleaning in public areas, guest rooms with particular attention to suites.

**Team Management**

* Briefing, Room Attendants, Public area attendants, Uniform Room and Linen Room attendants on a daily basis for clear communication.
* Training the staff for maximizing productivity and maintaining all relevant record regarding training.
* Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst team members.

**CAREER CONTOUR**

**WORKED AT THE FERN RESIDENCY HOTEL RAJKOT FROM 5TH APRIL 2013 TILL 3RD AUGUST 2014 AS HOUSEKEEPING SUPERVISOR**

**Accountabilities:**

* Was given as in-charge for VIP floors.
* Checking all the Arrivals and VIP rooms on daily basis
* Monitoring pest control activities, Glass cleaning, and chemical consumption.
* Training and preparing duty rosters for H.K. Attendants.
* Conducting Operational and Grooming for the line staff. Roll out and effective implementation of Policies & Procedures for Housekeeping Department.
* Co-ordinating with Engineering for PPM rooms, and the pending maintenance job orders.
* Co-ordinating with Purchase Department for ensuring the availability of all the Guest & Cleaning Supplies for smooth operations.
* Maintaining the Guest supplies consumption tracker for the month.
* Maintaining the minibar, and the inventory.
* Closely working in co-ordination with the Front Office & Engineering Teams for maximum availability of saleable rooms without compromising the Maintenance Schedules for proper upkeep & functionality of the room fixtures & utilities.
* Ensuring expenses are well within the operational budgets to help increase the unit profitability.
* Co-ordinating with Florist on daily basis for the required flowers for the day.
* Preparing training schedules for associates and train them accordingly, with the assistance of superiors.

**PRE EMPLOYMENT HISTORY**

Industrial Training- JAIPUR PALACE FROM

 HK SUPERVISOR- EZDAN MALL(QATAR) FROM DECEMBER 2015 TIIL NOW

 AL RUFFA WEDDING HALL (QATAR) FROM FEBRUARY 2015 UNTIL DECEMBER.

**SCHOLASTICS**

 **BSC in Hospitality Management from NIHM Kolkata**.(approved by UGC and affiliated to ANNAMALAI session 2008 to 2011. ).

* **Completed 12th under West Bengal Board fl Higher Secondary Examination in the year 2008.**
* **Completed 10th from KHARDAH MAKTAB HIGH SCHOOL under West Bengal board of secondary education.**

Service by communication and assisting individual to understand guest needs, providing guidance, feedback, and individual coaching when needed.

 **Managing Daily operations of the Area or Department -** Managing day-to-day operations, ensuring the quality standards and meeting the expectations of the customers on a daily basis.

# PERSONAL INFORMATION

**Age** 29 years

**Gender** Male

**Nationality** Indian

**Languages** Urdu,Hindi, English, Bengali.

**Computer Skills** Proficient

**Presentation Skills** Proficient

Hereby I declare all the information above are true and up to my knowledge.