

**Prabhakaran**

**P-osition Applied For –Colleague Accommodation Manager**

Address : U.A.E.

Email : [prabhakaran-395797@gulfjobseeker.com](mailto:prabhakaran-395797@gulfjobseeker.com)

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| **Objective-** |
| To seek a ch-allenging assientment in Hospitality Industries in various department. A  Dedicated willing team player with the ability to work Effectively on own under pressure to build-up my  Career as a professional Hotelier. |
| **Qualification** |
| 1. Bachelor of Arts, Economics 2. Restaurant Counter Course for Hotel Management   Field of Study :Service   1. Introduction to Human Resources Management from The Emirates Academy of hospitality Management .. U.A.E 2. TSI Quality services Person In Charge Award ..Level 3 passed with Merit 3. Award in HACCP Awareness Program 4. Basic Food Hygiene 5. Leadership Workshop for professional Development programme |
| **Skills** : MS Word, MS Excel and Power point |
| **Experience** |
| Position Title **: Colleague Accommodation manager with Pre-Opening experience and**  **: Colleagues Uniform In Charge**  Duration : 01st September,2011 -- 03rd November 2019  Position Title **: Assistant Accommodation Manager**  Duration : 1st April 2006 – 31st December 2011  Position Title **: Housing Senior Team Leader**  Duration : 15th September 2004 – 31 st March 2006  Position Title : **Senior Team Leader in Colleagues Restaurant**  Duration : 1st December 2000– 14th September 2004  Position Title : **Banquet Waiter**  Duration : 1st March 1996 -30th November 2000  Company Name : Hilton Dubai  Position Title : **Steward**  Duration : 16th November 1995 – 28th February 96  Company Name : Kerala Toursiam Developent Corporation  Position Title : **Restaurant Incharge**  Duration : 1st December 1992 – 30th october 95 |
| **Job Responsibilities** |
| * Ensuring efficient management of the accommodation office, process and procedures as well as colleagues amenities to ensure colleagues satisfaction * Assist the Human Resources in outsourcing services for the colleague’s accommodation, colleagues feeding, security, and facilities management to ensure safety amongst colleagues * Coordinating and tracking room movement system of housing department in order to have an up to date record in the system. * Overseeing the on boarding activities to ensure accommodation for all the colleagues are set up to standards and ensure colleague’s arrival process is efficient and welcoming. * Handling colleague’s complaints and feedback according to company standards to ensure quality objectives are measured and established and actively participate in the review of these objectives * Conducting a periodic Inspections of all areas to ensures cleanliness, hygiene and safety standards are met according to standards * Liaising with pest control contracted company to ensure effective program is in place * Liaising and monitoring catering contractors to ensure delivery of high quality food service and cleanliness in colleague’s restaurants * Assisting the colleagues achieves their required training hours * Liaising with Procurement - proper requisitioning and controlling of supplies. * Overseeing and ensuring the effective control of linen and inventory (i.e. receiving, recording, storage) * Coordinating requirements for new arrivals in conjunction with the arrival list and departure list and notifying Human Resources of any loss or damage in the room. * Conducting regular meeting to keep Colleagues informed of policies and procedures special event, further Improvement and any other relevant information. * Allocating rooms to new colleagues according to grades and entitlements to ensure accurate privilege and benefits according to colleague’s contract. * Handling basic colleague welfare issues to ensure efficiency and service are continuously provided. * Supporting the Hotel during the busy season. * Planning and organizing special Holiday food menus for the colleagues e.g. quarterly/annual Parties, Ramadan, different countries national days and Independence Days. * Maintenance and necessary notification to room occupants on time and keep the accommodation notice boards up to date on daily basis to ensure colleagues are well informed * Assisting the colleagues to have knowledge of policy relating to fire, hygiene, health and safety and reports all defective items through maintenance to ensure safety standards are adhered in all assigned areas. * Organizing colleagues recreation e.g. sports mini Olympic by department, movie night, and support colleagues on their day to day special occasions request. * Assisting and monitoring colleagues who are sick or call paramedic if needed and Inform HR. * Assist and provide 24 Hours Tea and Coffee facilities / drinking water to all the colleagues especially those who are staying accommodation. * Relay any colleagues concern either personal or work related to Human Resources Manager * Preparing budget, capex and purchase order * Prepare the store inventory ,store order, maintain the expiry items for food items |
| **Languages** |
| (**Proficiency**: 0=**Poor -** 10=**Excellent**)   |  |  |  | | --- | --- | --- | | **Language** | **Speak** | **Write** | | English | 10 | 10 | | Tamil | 10 | 0 | | Hindi | 10 | 0 | | Malayalam (Mother tounge) | 10 | 10 | |
| **Personal Details** |
| Date of Birth : 10th April 1969  Nationality : Indian  Gender : Male  Marital Status : Married  **Trainings Attended**:   * Successfully completed Departmental Task Trainer with Jumeirah Bab Al Shams Desert Resort & Spa * Fire Training * Handling guest complains, techniques and procedures seminar * Basic fire safety course * Succefully completed Housekeeping Chemical Training * Ability to take all inventory of departmental items * Health & Safety, & Hygiene Course- Jumeirah Group. * Cross Training done in 5 different F & B outlets as a Restaurant manager (60 hours each) * Management for Supervisor Training modules * Certified Internal Quality Reviewer * Human Resources Multi Task Training * Certified First Aid Trainer from American Heart Association.   **Other Achievements**   * Colleague of the year 2005 * Runner Up for COEV 2006 * 2 times – Won the Award for the Best Employee of the Month   Oct 2001 & March 2003 (The World Trade Centre Hotel)   * Manager for month 2019 * Received numerous appreciation letters from British Embassy & VVIP companies * For services during functions delivered by Jumeirah , Dubai * Badminton Champion conducted by Jumeriah   **Lessiure and hobbies :**   * Playing football, Reading books, Swimming, Badmintion   **References**  Available upon request  **Declaration**  I hereby acknowledge that above details are true to the best of my knowledge and belief.  Prabhakaran  Dubai – UAE |