# ` Position Desired: Housekeeping supervisor

**OBJECTIVE:**

**To achieve a position in Hospitality Industry which would be challenging and offer the opportunity to grow personally and professionally while accomplishing the goals of the company.**

**Working Experiences**

* **Inn Express (U A E)**

**Designation : Floor supervisor**

**Joining date : 2013 still now**

* **TREE HOTEL INDIA**

**Designation : Floor supervisor**

**Joining date : 13 Oct 2010 21 Dec 2012**

* **GRAND HOTEL INDIA**

**Designation : Training F&B Service**

**Joining date : Dec 1 2007 to Jan 15 2008**

* **HOTEL INDIA**

**Designation : Training Room Boy**

**Joining date : Dec 1 2008 to Jan 15 2009**

**SYSTEM EXPERTISE**

* **Full familiar with complete command of opera system**

**> DUTIES & RESPONSIBILTIES:**

* Ensure cleanliness of all guest rooms, corridors, service areas, public areas, fire exits, staircases of the hotel.
* Attending briefing with Executive Housekeeper and plays an active role in briefing and communication meetings with the housekeeping staff.
* Ensure room attendants trolley and all areas are being kept neat and stoked as per standard.
* Ensure that all working areas are clean and in order.
* Coordinating with Guest Relation Officer for VIP arrival
* Daily checking of all occupied and vacant rooms & reports any discrepancy.
* Keeping the standard service at all times to ensure guest satisfaction.
* Ensure occupied rooms are serviced not later than 15:00 hours.
* Giving hand over to coming shift by explaining in Log book.
* Communicate with other department for any requirements needed which are related to Housekeeping.
* Communicate closely with the room attendants in preparing and cleaning of all guest rooms.
* Communicate and follow up with Engineering Department for any defects, repairs needed in the rooms and public areas.
* To assist the guest with all queries.
* Ensures that key handling procedures are followed.
* Report any missing items to the Department Head immediately.
* Ensure lost and found items are properly handled and recorded in the housekeeping logbook.
* To act according to the complaint handling standards and procedures.
* Perform other duties assigned by the Executive Housekeeper.
* Report and follow up maintenance request.

**SKILLS**

* **Knowledge in computer such as: Microsoft Office (Word, Power Point and Excel) , Email and Internet**
* **Good communication skills**
* **Fast learner**
* **Solid background and capable of providing efficient guest service.**

**EDUCATIONAL BACKGROUND**

* **B.sc Hotel Management And Catering Science Bharat College of Thanjavur.**
* **Done Diploma in Computer Application in year 2005**

**LANGUAGES**

* **Languages Known:, English, Tamil and French\* (Read, Write and Speak)**
* **English, Tamil :Written, Spoken, and Reading fluently**

**PERSONAL BACKGROUND**

**Date of Birth 10 Aug 1989**

**Visa status: Employment Visa**

**Nationality : Indian**

**Marital Status : Unmarried**

**Religion : Hindu**

**First Name of Application CV No: 494034**

Whatsapp Mobile: +971504753686



**LANGUAGES**

* **Languages Known:, English, Hindi and oriya (Read, Write and Speak)**
* **English :Written, Spoken, and Reading fluently**

**PERSONAL BACKGROUND**

**Date of Birth 19th June, 1985**

**Passport No : H7049186**

**Place of issue: Hyderabad**

**Date of issue: 05/01/2010**

**Date of expire: 04/01/2020**

**Visa status: on company’s sponsorship**

**Nationality : Indian**

**Marital Status : Unmarried**

**Religion : Hindu**

* **Reference: Upon request**

**Dear Sir / Madam**

**I hereby declare that the particulars furnished above are true to the best of my knowledge and belief. I am certain that I can contribute my efforts to your team, and I hope you allow me to invite you to consider my qualifications and accomplishments.**

**Thank you &kind regards**

**Surendra sahoo**