**KHAJA**

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**Position Applying for HOUSEKEEPING SUPERVISOR**

**Objective**

To pursue a challenging career and seeking a good position in an organization which gives me a chance to improve my knowledge and enhance my skills and be a part of the team and company for a long duration.

**Academic Profile**

**B.Com (Bachelor of Commerce)** Passed with **1st Grade.**

From **Gulbarga University Gulbarga in the year 2012.**

**Worked Experience**

* Worked as a “**Housekeeping Supervisor” at ELLAA HOTEL** at HYDERABAD, India from **JUNE 2013 to FEB 2018.**

**My duties as a Housekeeping Supervisor**

* Holding meetings with housekeeping staff to discuss their job functions.
* Listening, understanding and clarifying guest concerns.
* Inspecting the cleaning and servicing of guestrooms and public areas.
* Approaching guests in an attentive, friendly and service-oriented manner.
* Making sure that all Guest Rooms have appropriate supplies and linens in them.
* Maintaining guest confidentiality at all times.
* Ensuring that rooms and bathrooms are cleaned on a daily basis.
* Supervising the disposal of trash and waste.
* Directing Housekeeping staff to ensure a high standard of cleanliness in all public areas.
* Delegating work to meet business objectives and goals.
* Training up new Housekeeping staff.
* Maintaining an inventory of guest room and cleaning supplies.
* Complying with all health and safety standards.

**Personal Strength**

* Good Communication Skills.
* Quick learning and understanding the works
* Managed and supervise my duty perfectly.
* Efficient and well behaved person.
* Extremely hardworking self motivated and able to work independently in a team environment under supervision.
* Keep excellent interpersonal relations with colleagues and ready to help
* Always focused on result oriented.

**Computer Skills**

* **Operating System’s**

Windows XP Professional, WindowsVista, Windows 2007, Windows 98.

* **Basic Computer Hardware Knowledge**

System Assembling, Dissembling, Operating System Installation, Software’s Installation &Uninstallation Etc.

* **Software Known**

Microsoft-Office (Ms-Word, Ms-Excel, Ms-PowerPoint,).

* **Internet Browsing.**

**Personal details**

* Name : **KHAJA**
* Gender : MALE
* Date of Birth : 25/11/1979
* Language known : ENGLISH, HINDI, URDU & KANNADA
* Marital status : MARRIED
* Nationality : INDIAN

**Declaration**

I hereby declare that the above information & details about me are correct and nothing is overstated to the best of my knowledge.

Date:

Place: **KHAJA**