



201 Creado Apartments,
Juhu Church Raod,
Juhu, Mumbai- 400049 India
P : +91 8898080904
E : hr6@falconmsl.com
W : www.falconjobs.net

FALCON ID # 37224

Hospitality / House Keeping

Residential Country : India Nationality : India
Resume Title : Manager Notice Period : 1 Days

EDUCATION

Qualification	Institute / College /University	Year	Country
B.com	Delhi University	2007	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Assistant Facility Manager	Reputed Company	India	08/2013	/
Assistant Manager Housekeeping	Dr. Ram Manohar Lohia Hospital	India	07/2010	12/2012

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

Course Specialization:

- o Housekeeping
 - o Front office
 - o Supervisory Management
 - o Interior Decoration
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Additional Information :

- Responsible for the cleanliness of entire premises like: washrooms, cafeteria, stairs, training & meeting rooms, conference rooms, outer area, lifts etc.
 - Taking care of carpet & chair shampooing.
 - Coordinating with various departments for daily operations & outside vendors & contractors, as required.
 - Responsible for the overall administration & all Housekeeping & Pantry services.
 - Daily inspection of premises for cleanliness & hygiene & take corrective actions as & when required.
 - Maintain a high standard of hygiene, safety & cleanliness.
 - Daily briefings/ training to staff.
 - Assign jobs to team & ensure timely completion of work.
 - Deal professionally with staff feedback, actively monitor & handle complaints.
 - Handle Recruitment, Selection & Induction of staff in accordance with the policy of the organization.
 - Responsible for grooming, cleanliness, hygiene, uniforms & overall attitude of the staff.
 - Handling the requisition of cleaning/ disposable material, stationary of the department.
 - Keeping various records related with the department & ensures that the process is as per the standards.
 - Responsible for Site Scoping & Mobilization for new sites of Company.
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