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FALCON ID # 37232

Hospitality / House Keeping

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

EDUCATION

Qualification	Institute / College /University	Year	Country
Pg Diploma	Ihm Faridabad	2004	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Assistant Manager- Housekeeping	Reputed Company	India	07/2011	/
Executive	Jll	India	04/2010	06/2011
In Charge-Housekeeping	Srs Group	India	04/2007	04/2010
Senior Housekeeper	Arif Group Of Hotels	India	02/2006	03/2007

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 :

INDUSTRIAL & JOB TRAINING:-

- Completed one year Job training as Floor Supervisor (Assistant) from Clarks Group of Hotel, Clarks Shiraz Agra (in 2006)
- Completed six month Industrial training as Room Attendant (Trainee) from Clarks Group of Hotel, Clarks Amer Jaipur (in 2002)

Additional Information :

1. Reporting to MD/Directors.
2. Manage and be responsible for Housekeeping, Horticulture, Pest control, Interior, Laundry & Uniforms etc.
3. Prepare reports as required.
4. Ensure for duty roster & attendance of the staff.
5. Participate departmental meetings with all team members and ensure all these meetings are productive & effective.
6. Prepare the cleaning material requisition and maintain follow-up and ensure that property do not deteriorate from standard.
7. Make training modules, SOPs and train employees to perform the standard procedures as applicable to their job positions.
8. Develop and recommend standard procedures for new tasks or changed conditions.
9. Inspect personally, and supervise by Assistants of all area in a frequent.
10. Pay particular attention on inspection to the presence of odours and pests.
11. Work closely with the other departments on day-to-day Housekeeping requirement.
12. Recommend the maintenance of adequate quantities of cleaning equipments and machines.
13. Develop and supervise the maintenance of the lost and found procedure including the disbursement of unclaimed articles to employees.
14. Prepare budgeting process for all capital & operational requirements in order to achieve the required profitability.
15. Identify reliable supplies of housekeeping chemicals, materials including carpets, floor etc. and recommend them to the Purchase Department.
16. Develop housekeeping & security systems and procedure and see that they are followed.
17. Resolve all queries & complaints of guests as well as staff.
18. Reviewing policies and procedures from time to time to ensure that systems are ever evolving and suited to the needs of the guest.
19. Do audit on weekly, monthly & quarterly as required.
20. Make schedule for special work like pest treatment, floor polishing & carpet shampooing etc.
21. Proper and direct coordination with the project team ensuring smooth opening & reconstruction of the Group.
22. Identifying & developing new products, equipment & amenities to ensure the product quality.
23. Ensure adherence to international standards of hygiene and cleanliness in all properties.
24. Ensure for huge banqueting setup any style made by staff.
25. Directing to other soft services as utility, dishwashing & any event decorators etc.
26. Proper control over vendors for expected services etc.