

AJITH RAJ

**Krishna Mangalam
Perumannoor(P.O)Valakom(Via)
Kollam. Dist Kerala – 691545
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Objective

Looking for a challenging position of House Keeping Supervisor in reputed company with view to use my wide experience for the benefit of the organization; learning amongst its employees I am aspiring for a career opportunity bringing in determination dedication and hard work.

Educational Qualification

Diploma in Hotel Management and Catering Technology from Annamalai University.
Diploma in Hotel Management from Bharath Sevak Samaj .
Diploma in Computer application(CEDTI)
Higher Secondary Examination from Board of Higher Secondary
S.S.L.C from Board of Public Examinations.

Professional Profile

Successfully participated in “CULINARY” fest 2005 conducted by Highland School of Hotel Management, Kerala on January 15th 2005.

Working Experiences

Worked as House Keeping Supervisor with ABAD Group of Hotels, Cochin, Kerala since Dec 2011 until date.
Worked as House keeping Supervisor with Dunes Hotel Apartments Sharjah , UAE From 13th Aug 2008 To 10th Feb 2010.
Worked as Room attendant with Abad group of Hotels, Cochin,India from 2006 to 2008.

ABAD PLAZA(ABAD GROUP OF HOTELS)
Cochin, Kerala,India.

Designation: House Keeping Supervisor

Job profile:

- Organizing and managing a team of Housekeeping attendants
- Manage the day-to-day activities of the housekeeping department.
- Inspected rooms and public areas thorough throughout entire hotel
- Plan, schedule, and organize work to ensure proper coverage.
- Communicated effectively with Maintenance staff to ensure timely repair and maintenance throughout entire hotel.
- Completed reports, verified status reports, reported status of all assigned rooms to Front Desk and inputted into automated computer system.
- Communicated effectively with all hotel departments for all guest and operational needs.
- Ensure all staff are properly trained and have the tools and equipment needed to effectively carry out their respective job duties.
- Control expenses within all areas of housekeeping.
- Participate in the preparation of the annual departmental operating budget.
- Conduct pre-shift meeting and review all information pertinent to the day's activities.
- Replenish shortages and other business supplies for daily business.
- Promote teamwork and quality service through daily communication and coordination with other departments.
- Assist with deep cleaning projects and assist housekeeping staff during unanticipated rush periods
- Ensured highest productivity and efficiency in Housekeeping operations

ABAD PLAZA(ABAD GROUP OF HOTELS)

Designation: House Keeping Management Trainee

Job profile:

- Checked rooms inventory, assigned rooms to housekeeping staff.
- Checking rooms after the Housekeeping attendants have cleaned them to the best standard of comfort and cleanliness.
- Liaising with Maintenance and Reception to make sure rooms are perfect and ready to use
- Checking all public areas and assigning the Housekeeping attendants a different task everyday.
- Working alongside two other Housekeeping supervisors

- Attending head of department meetings
- Compiling a morning job list for the Housekeeping attendants.
- Ordering and stock taking mini bar items, and refilling the same.
- Managing the daily activities of the Housekeeping department.
- Communicating with Junior staff on the need for order and cleanliness.
- Ensuring that all staff are properly trained and to know where they need to be and know what to do.
- Responsible for assisting in the training of all housekeeping attendants,
- Delegating tasks to team members, handling problems or complaints, monitoring all housekeeping attendants, completing relevant paperwork,
- Ensuring they meet with the highest standards of cleanliness, reporting any maintenance faults to appropriate departments and ensuring the appropriate action is taken,
- Keeping up to date with equality and health and safety
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Skill Knowledge:

- Basic Computer Knowledge: Internet, E-Mail, Microsoft Office (Microsoft Excel & Word), Hotelier a hotel software
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PERSONAL DETAILS:

- Date of Birth : 07-05-1983.
 - Gender : Male
 - Nationality : Indian.
 - Marital Status : Single
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Permanent Address:

Krishna Mangalam, Perumannoor(PO),
Valakom(Via)
Kollam(Dist), Kerala-691545.
Kerala., India.

Strengths

:Self-confidence, Good team player, sincere, trustful.

Languages Known

:English, Hindi ,Malayalam & Tamil.

Area of Interest / Specialization:

HOUSE-KEEPING