



Rakeysh Tejvani

tejvanirakeysh@gmail.com

9644164669

H-94 Sukh Sagar Valley ,Near Big Bazar Gwarighat Road
,Jabalpur (M.P.)

Skills

Hotel Management

Field of Interest

Managment

Academic Details

RDVT university

B.com, 72%, 2012

Work Experience

Hummingbird suit pvt ltd

Hotel Manager , Jul 2016 - Apr 2019

Role : Stand up, Attendance & Grooming check - Makes sure his and his team's attendance has been marked and all team members are properly groomed; also discusses core issues at property and fills up stand-up format

Breakfast operations & Guest Interaction - Ensures smooth breakfast experience and does not lose a chance to interact with guest

Room allocation & Feedback solicitation - Room allocation for VIP arrivals in advance; meets checked-out guests to collect feedback and pacify unhappy guests

Check-ins, Room inspection & Property round - Supervises guest check- ins; checks all to-be-checked-in rooms using online Room Care Checklist; Takes property rounds - notes down all cleanliness and R&M related issues, makes sure electricity is not being wasted anywhere in hotel

Audit issues discovery & resolution - Keeps print-out of audit report at property and understands all issues in detail (goes through all audit pictures); raises tickets for issues identifies; follows up with vendors to ensure issues are closed in time
GM Interaction & Follow ups - Interacts with GM for 15 min daily - shares pending issues and progress; follows up with different teams on pending issues

Staff engagement - Training & Mentoring - Conducts daily training & mentoring sessions for staff; also conducts one-on-one mentoring session for staff

Closing & Bills Management - Uploads all Happay Bills, updates electricity meter reading in Darwin, uploads all cash coupons on Darwin

Inventory check - Linen, chemicals, food - Checks all physical inventories and ensures order is placed in advance for required materials; strives for ZERO pilferage; supervises staff to ensure TASKI chemicals are appropriately being mixed

Strength

Reading,Singing,Swimming

Hobbies

Wild Life Photography



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(Rakeysh Tejvani)