**Ramesh Singh**

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**Objective**

 \* Challenging in reputed professional organization which will utilize my skill and

 give me opportunity to lean and be a part of organization growth.

**Summary**

 \* Key strengths including Broad understanding of Hotel Operational Activities and

 Processes structured & Strategic thinking Creativity and personal

**Work experience**

* Working with the ultimate travelling camp and Deccan Odyssey luxurious train from 6th January 2018 to till date (as a housekeeping senior executive)
* Worked With Monsoon Salon & Spa Delhi (NCR)

 From 22nd February 2016 to 4th January 2018(As a Housekeeping Manger)

* Worked With Maharaja Express Luxurious Train

 From 23rd Oct 2015 to 10th February 2016(As a Butler Incharge)

\* Worked With Nimbus Harbor Facility Management

 From 13th March 2014 to 31st July 2014 (As a Facility Manager)

\* Worked With Maharaja Express Luxurious Train

 From 2nd February 2010 to 13th February 2014( As a Butler Incharge)

\* Worked With Svelte Hotel & Personal Suites (Saket New Delhi)

 From 6th Nov 2008 to 10th Jan 2010 (As a Housekeeping supervisor)

\* Worked With The White Orchid Hotel ( Mata Vaishnovdevi Katra J&K)

 From 11th May 2007 to 21st Oct 2008 ( As a Housekeeping Trainee supervisor)

\* Worked With Intercontinental The Grand Palace Srinagar (J&K)

 From 2nd February 2003 to 15th April 2007 (As a Room Attendent)

**Work Profile**

 \* Supervise and direct the daily activities of all housekeeping staff and was

 responsible for the efficient and smooth operation of the department.

\* Lay down service standards regarding cleanliness amenities and maintenance in r

 rooms and public areas and ensure adherence to these.

\* Efficiently manage the inventory of supplies linen equipment.

\* Monitor and control consumption of guest and cleaning supplies devise methods

 for optimal usage of cleaning supplies.

\* Ensure through regular monitoring of GSTS and constant guest feedback prompt

 efficient and accurate service to all guests.

\* Plan and implement preventive maintenance and cleaning schedules for room

 and public areas.

\* Monitor productivity standards and schedule staff in order to optimize manpower

\* Review the monthly business/occupancy reports and develop a work plan.

\* Ensure that all the operational and standard procedures /guidelines set for all the

 processes/activities/situations are followed (key control lost & found etc.)

\* Co-ordinate with the front office on releasing of rooms and special guest

 Requests.

\* Co- ordinate with the chief engineer in the area of repair & maintenance

 refurbishment renovation etc.

\* Develop departmental trainers in association with the training department &

 oversee all the training activities within the department.

\* Address any grievance and counselling issues among the department staff.

\* Stay informed about the industry innovations in cleaning techniques preventive

 Maintenance and cleaning product technology.

\* Identify key communities plan various initiatives and co-ordinate the support

 activities.

**Professional Achievements**

\* Employee of the year certificate from “The Grand Palace Intercontinental J&K”.

\* Two times employee of the year certificate from “The White Orchid Hotel Mata

 Vaishnovdevi Katra J&K”.

**Educational Qualification**

\* Passed Class 10th from Uttrakhand Board In 2002.

\* Passed Class 12th from Uttrakhand Board In 2004.

**Hobbies**

\* Watching and Playing Cricket.

**Strengths**

\*Positive attitude Hardworking punctuality, willingness to Learn.

**Personal Details**

\* **Father’s Name-** -Late Shri Pan Singh Mehta

\* **Date of Birth-**  - 4th March 1983

\* **sex-**  -Male

\* **Nationality-**  - Indian

\* **Marital Status-**  -Married

\* **Religion-**  - Hindu

\* **Languages Known- -**English, Hindi, Russian & Spanish

**Declaration**

\* I hereby declare that all above furnished details are true to the best of my

 Knowledge and belief.

Place:.............

Date:..............

 ***Ramesh Singh Mehta***