**RESUME**

**S.AMARNATH REDDY**

**H.No 5-107**

**Govindhapalli (village)**

**Sirvella (mandal)**

**Kurnool(dst). Cell: +919110558113**

**Email:sareddyamarnath@gmail.com       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CAREER OBJECTIVE:**

**Seeking a challenging growth oriented career in Hotel Management development and to become an asset in organization by giving a comprehensive understanding to deferent technologies and taking up early responsibility.**

**ACADEMIC QUALILFICATIONS:**

**I have completed (BHM&CT) from osmania university Hyderabad(2009-2012).**

**I have completed Intermediate from GTRM Government junior college , Yerraguntla (2007-2009).**

**I have completed S S C from ZP High School GovindhaPally (2006).**

**WORK EXPERIENCE:**

**Three years house man level in GOLCONDA HOTELS & RESORTS \*\*\* HYDERABAD (DEC-2009-APR2012)**

**DUTIES AND RESPONSIBILITIES:**

1. Enters and prepares the room for cleaning
2. Makes bed
3. Dust the room and furniture
4. Replenishes guest room and bath supplies
5. Cleans the bath room
6. Clean the closet
7. Vaccum and racks the carpet
8. Checks and secures the rooms
9. Replenish the amenities according to the operational standards
10. Deliver and retrieve items on loan guests e.g. iron and ironing boards
11. Ensure security of guest rooms and privacy of guests
12. Perform rotation cleaning as required
13. Cleans guest bath room/bed room/ floor corridor
14. Responsible for replenishment of guest complimentary water
15. Responsible for the cleanliness and maintenance of his work area
16. Responsible for hotel property in the work area
17. Attends to guest calls , guest request , guest complaints in the area assigned to him
18. Authorize to enter in guest rooms for cleaning and providing turndown services as per requirement
19. Responsible for following the standard operating procedurs
20. Responsible for achieving and exceeding guest satisfaction score

**Three years housekeeping supervisor in MAK PROJECTS HYDERABAD (MAY2012-APR2015)**

**DUTIES AND RESPONSIBILITIES:**

1. Assign workers their duties and inspects work for conformance to prescribed standards of cleanliness
2. Investigates complaints regarding house keeping services and equipment and takes corrective action
3. Obtained list of rooms to be cleaned immediately and list of prospective check outs discharges to prepare work assignments
4. Coordinate works among departments
5. Conducts orientation training and in service training to explain policies work procedurs and to demonstrate use and maintenance of equipment
6. Inventories stock to ensure adequate supplies
7. Evaluates records to forecast department personal requirements
8. Makes recommendation to improve service and ensure more efficient operation
9. Prepare reports concerning room occupancy , payroll, and department expenses
10. Selects and purchase new furnishing
11. Performs cleaning duties in cases emergency or staff shortage
12. Examines building to determine need for repairs or replacements of furniture or equipment and makes recommendations to management
13. Attends staff meeting to discuss company policies and partons complaints
14. Issues supplies and equipment to workers
15. Establishes standards and procedures for work of house keeping staff
16. Advice manager ,desk cleaner or admitting personal of room ready for occupancy
17. Records data regarding work assignments personal actions and time cards and prepares periodic reports
18. Screen job applicants hire new employees and recommend promotions transfers and dismissals

**WORKED AS A FACILITY EXCUTIVE IN KAPSTON FACILITY”S SERVICE (May-2015-Nov-2016)**

**DUTIES AND RESPONSIBILITIES:**

1. Building and ground maintenance
2. Cleaning
3. Catering and vending
4. Health and safety
5. Procurement and contract management
6. Security
7. Space management
8. Utilities and communications infrastructure
9. Preparing of reports
10. Monthly inventory
11. On job training
12. Preparing duty roaster
13. Deep cleaning schedules

**Worked as a house keeping manager in SURAJ GRAND. HOTEL NANDYAL**

* Hiring and training staff
* Developing staff schedules
* Purchasing cleaning supplies and equipment
* Working with hotel guests who have specific housekeeping needs
* Coordinating housekeeping needs with other hotel department managers
* Performing cleaning tasks when staff don't show up for w

**Present working as a Maintenance In charge in Sreenidhi instute of since and technology . Hyderabad**

**TECHNICAL SKILLS:**

Ms-office (ms-excel , ms-word)

Sap fico

**STRENGTHS:**

**Hardworking.**

**Punctuality.**

**Honesty.**

**Flexible and easy adaptable to working conditions.**

**PERSONAL DETAILS:**

**Name  : S . Amarnatha Reddy**

**Father's Name : S.Narayana Reddy**

**Date of Birth  :26-07-1991**

**Gender  : Male**

**Marital Status  : Married**

**Nationality : Indian**

**Languages Known : English, Hindi &Telugu**

**Hobbies : Cricket & Long ride**

**Permanent Address : H.No 5-107**

**Govindhapally (village)**

**Sirvella (mandal)**

**Kurnool (dist)**

**Andhra Pradesh .**

**DECLARATION:**

**I here by declare that all the information above is true to the best of my knowledge.**

**Place :**

**Date :**

**(S.AMARNATHAREDDY)**