CURRICULUM VITAE

B/204,Raunak Delight

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**Rajas.Arun.Dange**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Objective**

## To be part of an organization that offers an exciting and challenging professional work culture with continuous learning opportunity. Also gives me an equal opportunity to contribute towards achievement of organizational goal.

**Personal Details**

Date of Birth: 28th October 1983

Nationality: Indian

# Marital Status: Married

Hobbies: Driving, reading, cooking & listening to music.

Linguistic Proficiency: English, Hindi, Marathi,

**Educational Qualification**

* Passed S.S.C From Mumbai Board.
* Passed H.S.C From Mumbai Board.
* Passed B.Sc from Mumbai University.
* Diploma In Hotel Management.(**Chate International Academy/BSS**)

**Computer Literacy**

Fully conversed with latest software’s:

MS – Office –Word, Excel, Power Point, Microsoft Outlook, Outlook Express, Internet and E-mail.

**Extra Qualification**

* Diploma In Sanitary Inspector Course.

(**ALL INDIA INSTITUTE OF LOCAL SELF GOVERNMENT**)

**Potentials & Strengths**

* Hard working, positive attitude and committed.
* Good coordination and organizing skills.
* Ready to learn and face new challenges.
* Capable of self – learning and self-improving.
* Willingness to shoulder enhanced responsibilities.

**Work Experience**

**1. Company:** **Godrej Upstream LTD.**

   **Position Held:** **Sr.CSR**

 **Duration:** **From June’07 to Nov’08.**

 **Job Profile:**

* To Solve The Customer Problems.
* Interaction With the Clients Regarding The Product.
* Solving Customers Queries On The Call, Making APR, Rostering & Scheduling Of Team Members According To The Client Requirements. To Supervise And Interact With Colleagues For Proper Management.
* To Supervise Skilled Labour On The Site For Perfect Outcome.
* Worked For Two Process

**1) Emerson Service.**

**2) Emerson CNOC.**

**2.** **Company: Hotel Ramee Guestline, Dadar**

**Position Held: Trainee**.

 **Duration:** **From Apr’10 to Oct’10**

 **Job Profile:**

* Training Done In Two Departments.

 **1) Food Production**

 **2) House-Keeping**

**3. Company: Hotel Four Points By Sheraton, Vashi**

 **Position Held: Team Leader(House-Keeping)**

 **Duration: Mar’11 to Dec’12.**

 **Job Profile:**

* Maintain the consistency of the room inspection program.

* Inspect rooms on a daily basis.
* Assist the Executive Housekeeper with the daily distribution of work assignments.
* Revise daily work schedule depending on occupancy.
* Assume responsibilities of Executive Housekeeper in his/her absence.
* Communicate with the front desk and other departments to ensure that guest special requests are met.
* Clean rooms when needed or requested by the Executive housekeeper
* Supervise GRA to ensure that guest rooms and suites are being cleaned in a timely manner:
* Ability to perform all housekeeping duties including cleaning rooms/suites.
* Keeping control on budget.
* Arranging flowers and pest control routines.
* Give ideas regarding bringing changes in uniforms.
* Co-ordination with vendors & Guest.

**4**. **Company: Hotel The Park,Navi Mumbai(Belapur C.B.D).**

**Position Held: Senior Teamleader(House-Keeping)**.

 **Duration:** **Dec’12 to Jan’14.**

 **Job Profile:**

* Maintain the consistency of the room inspection program.

* Inspect rooms on a daily basis.
* Checking of VIP rooms.
* Briefing the floor supervisors.
* Maintaining the public areas.
* Arranging the schedules for polishing ,paintings,extra cleanings.
* Assist the Executive Housekeeper with the daily distribution of work assignments.
* Revise daily work schedule depending on occupancy.
* Assume responsibilities of Executive Housekeeper in his/her absence.
* Communicate with the front desk and other departments to ensure that guest special requests are met.
* Clean rooms when needed or requested by the Executive housekeeper
* Supervise GRA to ensure that guest rooms and suites are being cleaned in a timely manner:
* Ability to perform all housekeeping duties including cleaning rooms/suites.
* Keeping control on budget & checking of the monthly bills.
* Arranging flowers and pest control routines.
* Give ideas regarding bringing changes in uniforms.
* Co-ordination with vendors & Guest.

**5. Company: Hotel Taj Lands End,Mumbai(Bandra)**

**Position Held: Guest Service Officer.(Housekeeping)**.

 **Duration:**  **Feb’14 to Aug’14.**

 **Job Profile:**

* Maintain the consistency of the room inspection program.

* Inspect rooms on a daily basis.
* Assist the Executive Housekeeper with the daily distribution of work assignments.
* Revise daily work schedule depending on occupancy.
* Communicate with the front desk and other departments to ensure that guest special requests are met.
* Supervise GRA to ensure that guest rooms and suites are being cleaned in a timely manner.
* Ability to perform all housekeeping duties including cleaning rooms/suites.
* Checking of VIP rooms.
* Arranging the schedules for polishing ,paintings,extra cleanings.
* Co-Ordinating with guest.

 **6. Company: Hotel Sahara Star,Mumbai**

**Position Held: HouseKeeping Executive.**

 **Duration:** **Nov’14 to Nov’15.**

 **Job Profile:**

* Inspect rooms on a daily basis.
* Assist the Executive Housekeeper with the daily distribution of work assignments.
* Checking VIP rooms.
* Checking Banquets and Public area.
* Communicate with the front desk and other departments to ensure that guest special requests are

met.

* Supervise GRA to ensure that guest rooms and suites are being cleaned in a timely manner.
* Taking Briefing of Supervisors and GRA.
* Taking Staff Training on Topics Related with Housekeepings.
* Co-Ordinating with guest and vendors.

**7 . Company: Hotel Countryinn & Suites.(Navi Mumbai)**

**Position Held: HouseKeeping Executive.**

 **Duration:** **Nov’15 to Jun’16.**

 **Job Profile:**

* Inspect rooms on a daily basis.
* Assist the Executive Housekeeper with the daily distribution of work assignments.
* Checking VIP rooms.
* Checking Banquets and Public area.
* Communicate with the front desk and other departments to ensure that guest special requests are

met.

* Supervise GRA to ensure that guest rooms and suites are being cleaned in a timely manner.
* Taking Briefing of Supervisors and GRA.
* Taking Staff Training on Topics Related with Housekeepings.
* Co-Ordinating with guest & vendors.

**7 . Company: Hotel United-21,Panoramic Group**

**Position Held: Asst.Executive Housekeeper.**

 **Duration:** **Sep’16 to May’18.**

 **Job Profile:**

* Inspect rooms on a daily basis.
* Assist the Executive Housekeeper with the daily distribution of work assignments.
* Checking VIP rooms.
* Checking Banquets and Public area.
* Communicate with the front desk and other departments to ensure that guest special requests are

met.

* Supervise GRA to ensure that guest rooms and suites are being cleaned in a timely manner.
* Taking Briefing of Supervisors and GRA.
* Taking Staff Training on Topics Related with Housekeepings.
* To make control on cost,as per the budget given by GM.
* Co-Ordinating with guest and vendors.

**8 . Company: Inox Leisure PVT LTD.**

**Position Held: Assistant Manager HouseKeeping**

 **Duration:** **Mar’19 To May’21.**

 **Job Profile:**

* Checking and Maintaining the Cleanliness of the property as per the Audits Points.
* Clearing the Auditoriums after exits.
* Making and implementing on extra cleaning schedules.
* Manage the department as per the given budget.
* Issuing of the stock as per the requirement.
* Doing stock check every 15 days.
* Managing given schedule with vendors for carpet shampooing and marble polishing.
* Deep cleaning to be complete in night shift.
* Assisting Unit Manager.
* Manage Pest Control Activity as per the schedule.
* Co-Ordinating with guest and vendor.

 Thanks & Regards

 **Rajas.A.Dange**