 **Himanshu Sharma**

**1**​**433, near Balaji Mandir,**

**Brahampuri, Muradnagar Town,**

**Ghaziabad**

**Uttar Pradesh, India**

# ​Email - himanshu359sharma@gmail.com

# Phone - +91 9897192517

**Facility Executive (Soft Service)**

## O B J E C T I V E

A challenging position, utilizing abilities developed through my experience and education, with the opportunity for professional growth based on performance. Any other position is considerable with training.

## E D U C A T I O N

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Institutions** |  |  | **Year Attended** | **Major** |  |  |  | **Degree** |

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| --- | --- | --- | --- | --- | --- | --- |
| **U.P. Board**  **U.P. Board**  **SRM University** |  |  | 2007  2009  2012 | Science  Science  B.sc (Hotel Management) |  | **High school**  **Intermediate**  **Degree** |

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| **S K I L L S & A W A R D S** |
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1. Gold awarded for participating F & B operation during COMMONWEALTH GAMES 2010.
2. BRAVO awarded by MR. N.C. SHARMA- Director Human Resources, HOTEL COUNTRY INN SUITES.
3. Industrial Training in COUNTRY INN & SUITES by CARLSON (1s​t​Oct 2010-21s​t​Feb 2011).
4. VOCATIONAL Training in TAJ Hotel Resorts and palaces (The Gateway Hotel Surat).
5. Participation in dance competition with first prize.

## W O R K E X P E R I E N C E

## (T O T A L 7+ Y E A R S O F E X P E R I E N C E)

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| **COMAPANY**  **VIBELIFES SUPPORT SERVICES** | **DESIGNATION**  **Facility Executive (Soft Service)** | **FROM**  **01.09.2019** | **TO**  **Till Now** |
| **Oman Shapoorji LLC (OSCO),**  **Muscat, Oman** | **Facility supervisor (Soft Service)** | **01.03.2014** | **01.01.2019** |
| **Hotel Fort Munnar, Munnar,**  **Kerala, India** | **Housekeeping supervisor** | **03.09.2011** | **31.08.2013** |
| **R E S P O N S I B I L I T I E S** |  |  |  |

## VIBELIFE SUPPORT SERVICES

1. **Handling of Two sites of Jaypee Green in Greater Noida**
2. **Ensuring that the facility is operating as it should on a daily basis.**
3. **Dealing with emergency issues that arise.**
4. **Creating plans for replacements and repairs.**
5. Communicating with upper management to develop strategic facility goals.
6. Prepares contract forms, obtains signatures, collects deposits, and issues membership cards to patrons accepting plans.
7. Maintain a regular deep cleaning program, a monthly planner consisting of a project a day. Floor/carpet care. Flipping of mattresses (Keeping records/check lists).

## Oman Shapoorji LLC (OSCO)

1. Handling of 3 sites in OSCO which were as follows: DG TRANSPORT, BAIT-AL-BAGH & MAJLISH OMAN (Parliament of Oman).
2. Daily meeting was conducted with the site engineer regarding any change or issue on site.

1. Furniture shifting was done on daily basis on one of the sites which I was handling.

4. Maintain an overall clean and safe site for our guests as well as our employees, establishing and maintaining quality control.

5. Tool box meeting was done on daily basis on respective sites.

6. Assign daily tasks to the housekeeping staff.

7.Inspect and ensures that all sites have been assigned and serviced each day.

1. Assist the Housekeeping Manager managing the staff company goals and objectives.

## Hotel Fort Munnar

1. Responsible for clear and effective communication between housekeeping and other departments and Fill in for staff where necessary.
2. Order supplies as assigned by the Housekeeping Manager.
3. Report all work orders to engineering/maintenance any and all problems needing repairs.
4. Focus on Special Emphasis on Priority and VIP guests.
5. Create a courteous friendly, professional, work environment through open line of communication.
6. Ensure compliance with safety and sanitation standard.
7. Inspect and maintain hotel rooms daily.
8. Maintain a regular deep cleaning program, a monthly planner consisting of a project a day. Floor/carpet care. Flipping of mattresses (Keeping records/check lists).
9. Assist Housekeeping Manager in maintaining a monthly linen inventory (must be completed on 30th to the 1st of every month). Supply inventory should be done once a week (order as needed).

10. Approach all encounters with guests and employees in a friendly, service-oriented manner.

11. Maintain regular attendance records of cleaners and submit in the respective department.

## O T H E R S

* Male, Indian, Date of birth-​30.05.1990.
* Familiar with Microsoft office (Word & Excel) Internet friendly.
* Listen, speak, read, and write **English, Hindi & Arabic.**

# ● Passport no: K 2906160. ​

***I am a smart worker and I believe that if I am given the opportunity, I will be an asset to your organization.***

**DATED: SIGNATURE**