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| mohammad amjad hussain | | |
|  | Phone: **85208 85525** | Email: [amjadfayaq@gmail.com](mailto:amjadfayaq@gmail.com) | |
| **Objective** | | |
| .To obtains a challenging role in the **5 star** **Hotel Management/Facility Management** Area as **housekeeping supervisor/facility executive** / **hospital** **cleaning supervisor** and contributes to the full potential to grow to the higher level. | | |
| **Skills Profile** | | |
| 7 years of experience as a **housekeeping supervisor/Facility executive**  Training housekeepers on cleaning and maintenance tasks  Very friendly, highly energetic and proactive.  Worked on hotel management  Asset management and inventory management supervisor  Responsibilities..  Excellent communication, organizing and prioritizing skills.  Works well independently and managed the hotel staff on their daily activities.  Excellent work ethic and ability to learn new things.  Basic hands-on computer knowledge like MS Office, emailing and communication English. | | |
| **Hi I’m** | | |
| **Employment History** | | |
| Housekeeping supervisor , The Club/hotel @Atria, Raja Pushpa Properties 30/09/2018-Till Date  Training housekeepers on cleaning and maintenance tasks  Checking rooms and common areas, including stairways and lounge areas,  For cleanliness  Overseeing staff performance on a daily basis  Maintaining the accounts of income of hotel facilities on pay per usage basis  Handling of petty money received on daily basis.  Maintain the pic of the property (damages found during inspection)  Keep track of monthly revenue generation and document it.  Event management activities including function hall booking.  Manage Housekeeping staff on day-to-day activities.  Providing the Record details and report to the management and attend weekly status and monthly committee meeting.  Manage emails received at the hotel for the booking requests of the function halls and provide customer support.  Document the Repair activities for review and inspection by the hotel manager. | | |
| Facility in-charge, Aditya Sunshine Gated Community | | 1/12/2014 — 11/9/2018 |
| **Hyderabad**, **Telangana**  End-to-End in-charge of all the Aditya Sunshine facility  Record-keeping for the activities of all the Facilities including mainly Gym and Clubhouse.  Asset Management and Maintenance including monthly quality and safety checks on the equipment.  Event management activities conducted at the facility.  Providing the Record details and report to the maintenance office and attend weekly status and monthly committee meeting.  Document the Repair activities for review and inspection by the Maintenance facility head.  Inspect the property on a daily basis and raise a Maintenance request for damages (if any)  . Allocate office space according to needs.  Handle insurance plans and service contracts.  Keep financial and non-financial records..  Perform analysis and forecasting. | | |
| Facility Management Incharge,Talwarkar Fitness center, Banjara Hills(20 months) | | March 2013-Sept 2014 |
| Hyderabad, Telangana  Responsible for the Floor in-charge of the gym.  Responsible to check on the clients for their entry and exit details.  Responsible to ensure that the gym equipment are working properly and getting it fixed in case of any issues.  Asset management and maintenance.  Making sure that the clients adhere to the gym policies, rules and regulations.  Manage all communication with employees before and after conferences and finalize all deals in company.  Prepare reports to track performance of employees to enhance efficient evaluation.  Administer all problems of employees and invite everyone for table discussion.  Provide backup to trainees by offering excellent teaching and guidance.  Coordinate with corporate leaders to lead team for working perfectly.  Investigate all issues on floor and assist to resolve all mistakes for management team and working staff | | |
| Cleaning supervisor , Virinchi Hospitals Rd Number Virinchi Circle, Hyderabad April 2012-2013 march    Liaise with the Manager on a daily basis regarding current  Tasks, and assist in the planning of future tasks. • Ensure all  . Assigned duties are carried out, and that resources are  Efficiently utilized. • Ensure that the school’s policies and procedures are adhered to by staff. • Act as  Communication conduit between management and staff.  Maintain and control use of stock, equipment &  Consumables. • Timeously request purchase of  Consumables, equipment and materials. • Assist the  Manager to maintain the asset register. • Monitor and  Report absenteeism to the Manager. • Actively promote  Health and Safety, and report any breach directly to the  Manager. • Ensure that all staff wear all appropriate PPE. | |  |
| **EDUCATION**  Computer Science Engineering | | |
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| **LANGUAGES KNOWN**  Hindi  Urdu  English | | |

**Personal Details**

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