



Resume Title

HOUSEKEEPING OPERATIONS in HOSPITALITY with 6 years experience

Contact information

RAMU.G.G

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Krishnagiri(dt)

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Personal Information

Date of birth : 10th Apr 1992

Gender : Male

Nationality : Indian

Professional & Educational Details

Work Experience : 6 years and 6 Months

Skills : Room Division and Public area.

Roles : Housekeeping supervisor

Current Employer : The Raintree Hotel Anna Salai, Chennai

Highest Degree Held : Bsc, Hotel Management , Periyar University,Salem

JOB OBJECTIVES

Seeking for the managerial assignment in Housekeeping Division / Customer service
With an organization of repute in the Hospitality / Service Industry.

PROFESSIONAL PROFILE

- ❖ A complete Administrator with over 6
- ❖ Year of rich experience in Room Division, Public area in the service/ Hospitality Industry.
- ❖ Functional skills include.
 - Public Area Mgt
 - Knowledge of machineries

- Carpet shampooing -Training
- Team leadership and Training -Marble polishing.

ACADAMIC CREDENTIALS

- B.Sc., (Hotel and catering management)from Periyar University, Salem
M.G.R. collage of arts & science Hosur-635109.
 - o Percentage obtained – 80% **1ST Class**
- Higher Secondary in Vailankanni,matric,hr,sec,school,shoolagiri
 - o Percentage obtained – 50%
- SSLC in Vailankanni,matric,hr,sec,school,shoolagiri
 - o Percentage obtained – 52%

ORGANISATIONAL EXERIENCE

June 2012 to Sep 2014

Worked as a Guest Service Associate in The Raintree Hotel,Chennai.

Responsibilities:

- Worked as room attendant total 230 rooms property.
- Clean and tidy rooms as per the sanitary regulations assigned.
- Changing guest and bathroom linen.
- Making guest room bed.
- Replenish guest supplies.
- Answer guest summons properly.
- Responsible for guest laundry process.
- Under take for evening checklist of rooms turndown service.
- Handover to the housekeeper any article which guest have left behind the rooms.

Oct 2014 to Sep 2016

Worked as a Team Leader in The Raintree Hotel,Chennai.

Responsibilities:

- Check and secure rooms.
- Managing spring cleaning schedule.
- Issue floor key to room attendant.
- Handling control desk.
- Handling lost and found .
- Report on maintenance work on floors.
- Taking physically inventory for linen.
- Supplies inventory daily basis.

Sep 2016 to Still date .

Worked as a Supervisor in The Raintree Hotel,Chennai.

Responsibilities:

- Checking floor rooms .
- Supervising publicarea .
- Making schedule for public area cleaning.
- Making purchase requestation and making indent.
- Making schedules for training and schedules cleaning for weekly.
- Handling machines for public area and floor vaccum.
- Handling polishing machines and making schedules.
- Checking the rooms.
- Setting the maids trolley .
- Compiling duty roater.

INDUSTRIAL TRAINING

- Industrial Exposure Training at Deshadan plaza, cochin, Underwent 3 months.
- Industrial Exposure Training at hotel Sivapriya, kodaikanal,Underwent 3 months ,

ACHIVEMENTS

- 3 Times Awarded champions of the month of 2012,2014 & 2015 in The Rain Tree Hotel, AnnaSalai.
- Awarded Attendance of the year of 2013 in The Rain Tree Hotel, AnnaSalai.
- Awarded employee of the year of 2014,2015 in The RainTree Hotel,AnnaSalai.
- Awarded employee of the TNHk association 2018.

LAUNGAGE	READ	WRITE	SPEAK
ENGLISH	√	√	√
TAMIL	√	√	√
HINDI	-	-	√
TELEGU	-	-	√
KANADA	-	-	√

Passport Number	Date of Issue	Date of Expiry	Place of Issue
S6223140	29/10/2018	28/10/2028	CHENNAI

REFERENCES:

- o GIRI EHK ABU SAROVARA KILPAUK CHENNAI,
- o PANKAJ NAYAL EHK THE PARK HOTEL CHENNAI,
- o MOHAN EHK RADHA REGENT HOTEL CHENNAI.

PLACE: CHENNAI