



ANUJ KUMAR

Professional Goals

A dynamic professional with more than 5 years of extensive experience in Housekeeping which will utilize the professional and technical skills developed through past work experience in this industry. I have good customer focus approach to work and a strong planning to see things through to completion.

HOW TO CONTACT ME

Address:

Vill-Harewala Urf Bhagota Post
Shahnagar Kurali Thana Sherkot Teh
Dhampur Distt Bijnor Uttar Pradesh Pin
Code-246747
Mob. +919027900903

Email: anujkuma5645@gmail.com

MY EXPERTISE

- Opera IDS
- Microsoft Word
- Laundry & Minibar bill posting
- organizing data and materials
- Preparing reports and documents accurately and efficiently.
- Making duty roster according to the future occupancy forecast
- Internet browsing
- Towel arts.

COMMUNICATION SKILLS

- English
- Hindi
- punjabi

ACHIEVEMENTS

- Positive Feed backs in Online portals
- (Trip advisor)

RELEVANT EXPERIENCE

Hotel Aluxor Inn

Phone: 8630816902 (GM)
Housekeeping Supervisor
CG INDIA Sep, 2022 To Nov, 2023

FLORA CREEK DELUXE HOTEL APARTMENTS

Phone: 00971 4 230 9000
Guest Service Associate
Deira, Dubai UAE | April, 2021 to July, 2022

- Responsible for preparing the Rooms for the guest ready for Occupancy.
- Responsible for taking care of Guests Requests.
- Handover Lost and Found articles to the Housekeeping Executive

NANU RESORT GOA

Phone: +918322383500
Housekeeping Supervisor
Goa, India Sep 2018 - April 2019

- Responsible for manage all functions related to the Cleanliness of the hotel's guest rooms and public area.
- Responsible for inspecting the Departure rooms, vacant rooms, occupied rooms and public areas
- Responsible for training the team for the Housekeeping operations.
- Responsible for monitor and highlight the missing and damages items.
- Responsible for lost and found register
- Assisting in maintaining and controlling all Housekeeping equipment.
- Respond and follow through on guest request, concern and problems to ensure the guest satisfaction
- Helping to resolve the employee issues and disputes
- Handling and helping the housekeeping desk



ROYAL ORCHID HOTELS

Phone: 009102040003000

Housekeeping Supervisor

Pune, India | April 2016 - March 2017

- Responsible for manage all functions related to the Cleanliness of the hotel's guest rooms and publicarea.
- Responsible for inspecting the Departure rooms,vacant rooms ,occupied rooms and publicareas
- ResponsiblefortraintheteamfortheHousekeepingoperations.
- Responsible for monitor and highlight the missing and damagesitems.
- Responsible for lost and foundregister
- Assisting in maintaining and controlling all Housekeepingequipment.
- Respond and follow through on guest request, concern and problems to ensure the guestsatisfaction
- Helpingtoresolvetheemployeeissuesanddisputes
- Handling and helping the housekeepingdesk

SEASHELL VILLAS

Phone: 0091 737 87 710 05

Guest Service Associate

Goa, India | August 2015 - April 2016

- Responsible for preparing the Rooms for the guest ready forOccupancy.
- Responsible for taking care of GuestsRequests.
- HandoverLostandFoundarticlestotheHousekeepingExecutive
- Training completed from Ramada hotel Jaipur
- Job training completed from hotel country inn & suites Haridwar

PERSONAL DETAILS

NAME	: Anujkumar
FATHERNAME	: ChandrapalSingh
D.O.B	:04/07/1995
Age	: 27 Years
Gender	:Male
Languagesknown	:English,Hindi&Punjabi
Nationality	:Indian
Educational Qualifications	: 10th, 12th
Professional qualification	: Diploma in hotel Management.
PermanentAddress	:Vill- HarewlaurfBhagota post- ShahnagarkuralidisttBijnor U.P.(246747)
Contact	:919027900903
Whatsapp	:+971 564542452
EmailID	: anujkuma5645@gmail.com

DECLARATION:

Iherebydeclare thatthe above mentionedinformation'sare true to the best of my knowledge.

Place:

Date:

Yours Faithfully,
Anuj Kumar