

**NAME-Ajay Kumar Balmiki**

**S/O-Bijay Balmiki**

**Kolkata-700137**

**District-South 24 pargs**

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**Objective**

**.**Work For Hospitality Industries that give me a Opportunity to utilize my hospitality Skills to the fullest.so that I can contribute to the successful Growth of the Organization.

**Proffessional Qualification**

The Minisrty Of Tourism-National Hospitality Skill Certificate From Institute of Hotel Management,Klokata

Software Knowledge -InnkeyPMS,Ms Office,Lucid Software,kinemaster,inshot

**Academic Qualification:**

**.**Madhyamik passed in 2006 H.S Higher Secondary in 2008

**Job Experience:**

2 years Housekeeping Room Attendant in Park Hotel Kolkata –park street

1 year Housekeeping GSA in Niraamaya Retreat Surya Samudra kovalampullinkudi 2015-2016

1 year Housekeeping Sr.GSA in Niraamaya Retreat Surya Samudra kovalampullinkudi 2016-2017

1 year Housekeeping Trainee Supervisor in Niraamaya Retreats Surya Samudra kovalam-pullinkudi 2017-2018

Housekeeping Supervior in Niraamaya Retreats Surya Samudra kovalam- 20182019

**Achivements:**

Niraamaya Proud to honour champion of the month 2016 Niraamaya Proud to honour champion of the month 2018

Letter of Appreciation :Movement to Niraamaya Retreats Kumarakom,for pre Opening

**Job Profile: •**

Check all paper work carried out on H/K control desk.

Check all maintenance work and pass on for rectification on Maintenance desk.

Check Public area for cleaning standard specialy during Function time.

Taking all month end inventories, Linen, Consumption etc.

Responsible to control the chemical cost.

Duties and Resposbility

* Supervise and be responsible for cleanliness, order and appearance of the hotel
* Recruit, train and recommend of staff.  Prepare reports as required
* Attend all department head meetings
* Prepare sop and see that all the staff follow them
* Personally inspect the rooms, floors, public areas and guide on standards of cleaning
* Work closely with General amanager for day to day requirements in Housekeeping
* Developand maintain the procedure for lost and found items strictly
* Prepare the annual housekeeping budget. Plan supervise and control horticulture requirements.
* Identify reliable suppliers housekeeping material and recommend them to the purchase department.
* Responsible for smooth operation of the floor assigned.
* Responsible for the performance of floor boys.
* Supervise Room Attendants
* Organizes and facilitates the room making process.
* Daily allocation of rooms and deep cleaning tasks to team members. Responsible for the cleanliness of guest rooms, corridors and heart of the house area of the floor
* Checks the occupied and departure rooms, giving special attention to guest needs. Ensures that the entire operation is performed as per the laid down standards.
* To organize immediately the guest needs under intimation to EHKExecutive.
* Manage guest requests, including VIP amenities and communicating them to the relevant team members
* Routine inspection of guest bedrooms to ensure they meet standards. Aware of all room categories and amenities.
* Achieve positive outcomes from guest queries in a timely and efficient manner
* Carry out lost and found procedures.
* Report maintenance issues to Maintenance/Engineering Department. Assist Housekeeping Manager with training requirements.
* Comply with hotel security, fire regulations and all health and safety legislation

**Date**- 01/07/2022

Ajay kumar balmiki

**Place**-kolkata **signature**