

**SELVI S**

Chennai

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**Objective**

Experienced and highly organized housekeeping professional with 12 years of expertise in housekeeping operations, including supervising teams, maintaining high standards of cleanliness, and ensuring customer satisfaction. Seeking a Housekeeping Supervisor position to utilize my skills in staff management, training, and creating a safe, clean, and welcoming environment for both guests and staff.

**Key Skills**

- Team Leadership & Supervision
- Staff Training & Development
- Housekeeping Operations Management
- Time & Task Management
- Inventory & Supply Control
- Quality Assurance & Standards Compliance
- Deep Cleaning & Sanitation
- Customer Service Excellence
- Health & Safety Regulations
- Conflict Resolution
- Scheduling & Shift Coordination
- Guest Satisfaction Focus

**Professional Experience****Senior Housekeeper**

Vijay Raja Home Pvt Ltd - Chennai

- Led a team of housekeeping staff to clean and maintain guest rooms, public spaces, and back-of-house areas in a large office environment.
- Ensured compliance with cleaning protocols and safety regulations to create a safe and healthy environment for both guests and staff.
- Coordinated with front desk and maintenance teams to ensure timely resolution of guest issues and office room maintenance requests.

- Assisted in staff training and performance evaluations, contributing to a motivated and efficient team.
- Monitored guest feedback and made improvements to enhance overall guest satisfaction.

**Housekeeper**

Sathiyam Cinemas – Chennai

- Cleaned and maintained theatres, public spaces, and back-of- theatre areas.
- Reported maintenance issues and assisted with additional customer requests.
- Worked as part of a team to ensure the highest cleanliness standards were met in all areas.

Your faithfully,

Selvi S

Place: Chennai

Date: