

CURRICULUM VITAE

Akshay Borade

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Area of Interest: Facility Executive.

To pursue a challenging career in an organization of repute, which provides excellent work opportunities, where my conceptual, communication, analytical, leadership and planning skills can be effectively utilized. Work in harmonious environment that encourages and nurtures developments activities.

A Result Oriented professional with Over 7+ years of working experience in Admin & Housekeeping department

Summary:

- Strong ability to solve problems - identifies and finds solutions.
- Excellent organization and time management skills.
- Exceptional ability to work well in a team.
- Ability to adapt easily and learn quickly.

Strength:

Positive approach, flexibility, punctuality, dedication, convincing ability, team player, quick learner.

AREAS OF EXPERTISE

- Customer Service, Client Visit arrangement.
- Housekeeping and Facility Management.
- ISO Audit Support.
- F&B Services & Cafeteria Management.
- Excel Formula, MS Word, PPT, Outlook.

Work Experience:

- **Currently working with OCS Group India Pvt. Ltd for LTIMindtree Pune Company as HK Supervisor Since May 2017 till Date.**

- **Worked as Office Boy (Back Office) at Frontline PVT Ltd.- Feb 2016 to Nov 2016.**

Working as Housekeeping Supervisor for LTI Mindtree Pune.

- Regular checking/monitoring of emails addressed to reception and prompt reply of all email.
- Holding meetings with housekeeping staff to discuss their job functions.
- Ensuring basic cleanliness of lobby, lifts, and public area.
- Responsible for Client Visit arrangements
- Supervising the disposal of waste.
- Monitoring Hygiene, quality of service/manpower and overall decorum.
- Inventory, Stationary & Purchases.
- Responsible for managing soft services including but not limited to HK, stationary, pantry, Client Visits.
- Check and maintain procedure of monthly inventory.
- Directing housekeeping staff to ensure a high standard of cleanliness in all public areas.
- Delegating work to meet business objectives and goals.
- Maintaining a high standard of personal appearance and grooming.
- Training new housekeeping staff.

Educational Qualification:

- BA: Graduated, Savitribai Phule Pune University, Passed -- 2022-2023.
- H.S.C: New English School & Junior Collage Hinjawadi, Passed – 2015-2016.
- S.S.C: Shree Shivaji Maratha High School Pune, Passed – 2013-2014.
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Personal Information:

- Address – Bibwewadi .Pune- 411037.
- Date of Birth – 22nd July.1998.
- E-Mail – Akshayborade22@icloud.com