

CURRICULAM VITAE



Panchal Haresh J.



+91 9825147884

PROFESSIONAL SNAPSHOT:-

- Over 24 Years of experience in Hospitality, Housekeeping Operations & Administration with Various reputed organization.
- Knowledge of Housekeeping cleaning materials & equipment.
- General Administration & Pantry Management.
- Vendor Management & AMC for Housekeeping, Pest Control & Building Maintenance, Waste Management.
- Details oriented & efficient with strong interpersonal skills & the ability to relate to people at all levels across the organization
- Computer literacy-M.S.Office, Internet, Using SAP

ORGANIZATIONS EXPERIENCE:

0	At Present	Aarkay Foods Pvt. Ltd	Personal Admin Manager
1	Aug-13 to May-14	ABG Cement Company, Kutch	Officer (Hospitality) Guest House in
2	Jan-July, 2012	Disha Enterprise	As a Unit Manager (Torrent Power)
3	2005-2011	Claris Lifesience Limited	Executive (Corporate Hospitality)
4	2004-2005	The Pride Hotel	F & B Supervisor

AREAS OF EXPERTISE:

- Hospitality, Housekeeping Operation, Office Administration & General Building Maintenance, Waste Management.
- Excellent organization and communication skill lead or work within a team environment strongly self-motivated.

COMPERENCY FORTE:

- Knowledge of multi cleaning equipment's & chemicals.
- Maintaining all the check list and report for company SOP system.
- Overall monitoring of Housekeeping facility, maintenance & manpower management.
- Arrangements and planning of special events.
- Overall monitoring and co-ordinate with the all vendor.
- AMC planning & maintaining the SOP system.

PROFESSIONAL:

- Hotel Management (Craft Course) from polytechnics, Ahmedabad. Year-1992 (Catering and food Science)

EDUCATION:

- Passed H.S.C. Examination Form G.H.S.E.B Gandhinagar. Year-1990

PERSONAL PROFILE:

FATHER NAME	Panchal JagdishChandra
DATE OF BIRTH	20 th January 1973
PASSPORT NO.	F4339405
GENDER	Male
MARITAL STATUS	Unmarried
KNOWN LANGUAGES	Gujarati, Hindi, English
NATIONALITY	Indian
ADDRESS	37, Panchvati Apartment, Nr.Bhagyodaya Bank, Kashiba Road, Ranip, Ahmedabad-382480

DECLARATION:

I hereby declare that the above mentioned information is correct up to my knowledge. I would like opportunity to meet and share more about my qualification and the way in which I can contribute to the team. I enclosed my Achievements Certificates and Mark sheets according to my C.V.

Thank you for your consideration.

PLACE: Ahmedabad
DATE :

Yours Faithfully
Panchal Haresh