

APPLICATION FOR THE POST OF ASSISTANT MANAGER HOUSEKEEPING

Dear Sir/Ma'am,

Subject:- Applying for the post of Assistant Manager Housekeeping

This is to kindly request you that I would like to apply for the post of Assistant Manager Housekeeping in your reputed hotel. I have completed my **Graduation (BHMCT)** in 2014. I **have worked at The Leela Palace and The Oberoi Hotels, Bengaluru as GSA**. I have worked as housekeeping supervisor at **The Park Hotel, Hyderabad from June, 2016 to June, 2019**. I have worked as Assistant Manager Housekeeping in The Lemon Tree Hotel, Gurugram from 19th August 2019 to 29th October, 2020. Currently I am working as an **Assistant Manager Housekeeping at Sandal Suite** (operated by Lemon Tree Hotel), Greater Noida. It would be my privilege if you could consider my CV and provide me with the opportunity to work in your hotel.

Thanking you,

Yours sincerely

Keshab Sen Gupta

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CURRICULUM VITAE



Name: MR. KESHAB SEN GUPTA

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Dist- Burdwan, West Bengal, PIN- 713304

Contact number: +917093376496

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OBJECTIVE:

To gain in depth knowledge about the hotel and its operations in all departments and understand work ethics and discipline in hospitality.

Educational Qualifications:

BOARD	SCHOOL/COLLEGE	PERCENTAGE
BHMCT	Durgapur Society of Management Science (WBUT university)	69% (approx) in 2014
CBSE XII	Doon Public School	54.2% in 2010
CBSE X	Doon Public School	54.4% in 2008

Hobbies and Interests: Travelling, Listening to Music

Achievements & Appreciations:

1. Workshop on Four Seasons Wine trail held on 16th September, 2010 conducted by Four Seasons.
2. Workshop on the “Art of successful and Professional
3. Bartending” held on 15th & 16th March, 2011 conducted by Mr. Irfan Ahmed (mixologist).
4. Worked in Outdoor Catering assignment of **Oberoi Grand held at Kolkata**, from 15th August to 24th August 2011 in Food & Beverage operations
5. Participated in fire extinguisher camp
6. Participated in food carving at college fest.

WORK EXPERIENCE:

Industrial Exposure Training

1. Done 20 weeks Industrial Exposure Training from 15.10.2012 to 1.03.13 in all operational departments, from the “**Crowne Plaza,**” Gurgaon.
2. Cleared the **Campus selection at first attempt** and have worked as **House Keeping Guest service associate at THE LEELA PALACE, BANGALORE since 21/10/2013 to 15/12/2015**
3. Have worked at **The Oberoi, Bengaluru** from 13/1/2015 to 15/3/2016.
4. Have worked as housekeeping supervisor at **The Park Hotel Hyderabad from 13/06/2016 To 17/06/2019**
5. Have worked as Assistant Manager Housekeeping at the **Lemon Tree Hotel, Gurugram.**
6. Have worked as **Assistant Manager Housekeeping at The Lemon Tree Premiere Jim Corbett** from **8/10/2020 to 1/10/2021.**
7. Worked as **Assistant Manager Housekeeping at Sandil Suite** (operated by Lemon Tree Hotel), Greater Noida, from 1/12/21 to 19/08/22
- .Currently working with sarovar hotel Nidhivan.

Job Description:-

- i. Inspect rooms and public area thorough throughout entire hotel.
- ii. Establish standards and procedures for work of housekeeping staff.
- iii. Plan schedules for housekeeping staff.
- iv. Responsible for training of housekeeping staff.
- v. Conduct inventory, manage par levels and order supplies accordingly.
- vi. Respond to guest requests, concerns and opportunities to ensure guest satisfaction.
- vii. Supervision of efficient minibar management.
- viii. Handling and processing of guest laundry, staff uniform and hotel linen.
- ix. Managing of cleaning by contract cleaner.
- x. Formulating and maintaining a rotating roster.
- xi. Responsible for guest supply ordering, inventory and monthly linen inventory.
- xii. Communicate effectively with maintenance staff to ensure timely repair and maintenancethroughout entire hotel.
- xiii. Ensure highest standards of cleanliness and quality, maintain high scores in guest surveysand regular company inspections.
- xiv. Check schedules for night, weekly, monthly cleaning.
- xv. Daily briefing and debriefing with the team.
- xvi. Cost controlling procedure.
- xvii. Co-ordinate meeting on Department needs with Managers.
- xviii. Reports of individual performance, attendance, prospectus, leaves and guest calls.
- xix. Manage lost and found program and key control program.
- xx. Solve guest problems and manage team member issues.

Computer Knowledge:

Operating System: Windows MS-Office: Word, Excel, PowerPoint

Software Proficiency:

- Touche
- WebProl'IF
- ICProtel
- IDS

Personal Details

- ❖ **Nationality:** Indian
- ❖ **Gender:** Male
- ❖ **Marital status:** Single
- ❖ **Date of Birth:** 21st February, 1991

Languages Known:

- English, Hindi and Bengali

Extra-Curricular Activities:

- Cultural activities – drama
- Sports - Cricket