

CURRICULUM VITAE



Md Nadeem Khan

**Post Applied for
Executive Housekeeper**

**Mobile No: +919076178062
What Sapp no: +919076178062**

**Email: -
MdNadeemkhanathlete@g
mail.com**

Address for Communication:
Hno: -120 Line no: -10 B-
Block Dhatkidih Bistupur,
Jamshedpur-831001 INDIA

Language Known

- English
- Arabic
- Hindi
- Marathi
- Urdu
- Other Indian Languages.

CAREER OBJECTIVE

To secure a position that will allow me to utilize my skills for the benefit of the company as well as for personal growth and professional advancement.

CAREER SKILL

- | | |
|--------------------|-------------------------|
| • Team Management. | Training & Development. |
| • Time Management. | Auditing |
| • Cost Control. | Asset Management |
| • Budgeting | |
| • Documentation. | |
| • Organization. | |

Academic Qualification

- Graduation from K.C.C Jamshedpur in 2015 with 1st div.
- Intermediate from A.D.L.S Sunshine School Jamshedpur in 2011 with 1st div.
- Matriculation from A.D.L.S Sunshine School Jamshedpur in 2009 with 1st div.

COMPUTER QUALIFICATION

- Basic Knowledge of Computer (MS Word, MS Excel, MS-PowerPoint, MS Access, Internet Browser, etc)
- **Tally.** (Total Accounting Leading List Year)
- **TIA.** (True Inventory Account)
- **IDS** (Internet Distribution System)
- **OPERA** (Open Process Engine for Reliable Activities)
- **Breezeways** (Property Management system)

ADDITIONAL QUALIFICATION

- Completed Successfully Training in **FIRST AID & DISASTER MANAGEMENT** from the Government of Jharkhand Civil Defense Training Centre Jamshedpur in 2015
- **BICSc** – The British Institute of Cleaning Science Certificate Course done in 2024

WORK EXPERIENCE (Abroad)

- Working in **Sarovar Hotels & Resort in Kolkata** as an HK Manager from 10.3.2023 Till Continue
- Worked in **Bnbme Luxury Holiday Homes Rental (Dubai)** as an Assistant Housekeeping Manager from 01.01.2022 Till 22.1.2023
- Worked in **The Rotana Centro Hotel in Riyadh Saudi Arabia** as an Assistant Housekeeping Manager from 21.11.2017 Till 15.08.2019

WORK EXPERIENCE (India)

- Worked in **The Fortune Select Exotica ITC Hotel Navi Mumbai Maharashtra** as an Assistant Housekeeping Manager from 04.01.2020 Till 25.03.2021
- Working in **The Fariyas Hotel Colaba, Mumbai** as a Sr. Housekeeping Supervisor from 10.10.16 to 30.10.2017
- Worked in **The Ramada Hotel Jamshedpur** under Contracts as a Housekeeping Supervisor from 05.05.2014 to 30.08.2016
- Worked in **The Ginger Hotel Jamshedpur** under Contracts as a Housekeeping Supervisor from 12.03.2012 to 30.04.2014
- Worked in **The Ginger Hotel Jamshedpur** under Contracts as a Housekeeping Attendant from 05.03.2011 to 10.03.2012

PRE-OPENING EXPERIENCE

- Worked in **Ramada Hotel Jamshedpur** as a Pre-Opening Team Member.
- Worked in **The Centro Olaya Hotel Riyadh Saudi Arabia** as a Pre-Opening Team Member.

TOTAL EXPERIENCE

- Total **11 years and 6 Months** of Experience in Hospitality industries.

DUTIES AND RESPONSIBILITY

- Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness.
- Investigate complaints regarding housekeeping service and equipment and take corrective action.
- Obtain a list of rooms to be cleaned immediately and a list of prospective check-outs or discharges to prepare work assignments.
- Coordinates work activities among departments.
- Conducts orientation training and in-service training to explain policies, and work procedures, and to demonstrate use and maintenance of equipment.
- Inventories stock to ensure adequate supplies.
- Evaluates records to forecast department personnel requirements.
- Makes recommendations to improve service and ensure more efficient operation.
- Prepares reports concerning room occupancy, payroll, and department expenses.
- Selects and purchases new furnishings
- Performs cleaning duties in cases of emergency or staff shortage.
- Examines building to determine the need for repairs or replacement of furniture or equipment and makes recommendations to management.
- Attends staff meetings to discuss company policies and patrons' complaints.

	<p>Issues supplies and equipment to workers.</p> <ul style="list-style-type: none"> ➤ Establishes standards and procedures for the work of housekeeping staff. ➤ Advises manager, desk clerk, or admitting personnel of rooms ready for occupancy. ➤ Records data regarding work assignments, personnel actions, and timecards, and prepares periodic reports. ➤ Screens job applicants, hires new employees and recommends promotions, transfers, and dismissals.
PERSONAL DETAILS	
	<ul style="list-style-type: none"> ▪ Father Name : Md. Najeeb Khan ▪ Date of Birth : 28.10.1992 ▪ Gender : Male ▪ Languages Known : English, Arabic Urdu & Hindi ▪ Nationality : Indian ▪ Religion. : Muslim ▪ Marital Status. : Bachelor
DECLARATION	
	<ul style="list-style-type: none"> • I hereby declare that the information given above is true and correct to the best of my knowledge and belief.
Date: -	Md Nadeem Khan