

## CURRICULUM VITAE



**Md Nadeem Khan**

**Post Applied for**  
**Executive Housekeeper**

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**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.**
- **Time Management.**
- **Cost Control.**
- **Budgeting**
- **Documentation.**
- **Organization.**
- Training & Development.**
- Auditing**
- Asset Management**

### **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 Browsin. 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

### **WORKEXPERIENCE (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

	<b>WORK EXPERIENCE (India)</b>
	<ul style="list-style-type: none"> <li>Worked in <b>The Fortune Select Exotica ITC Hotel Navi Mumbai Maharashtra</b> as an Assistant Housekeeping Manager from 04.01.2020 Till 25.03.2021</li> <li>Working in <b>The Fariyas Hotel Colaba, Mumbai</b> as a Sr. Housekeeping Supervisor from 10.10.16to30.10.2017</li> <li>Worked in <b>The Ramada Hotel Jamshedpur</b> under Contracts as a Housekeeping Supervisor from 05.05.2014 to 30.08.2016</li> <li>Worked in <b>The Ginger Hotel Jamshedpur</b> under Contracts as a Housekeeping Supervisor from 12.03.2012 to 30.04.2014</li> <li>Worked in <b>The Ginger Hotel Jamshedpur</b> under Contracts as a Housekeeping Attendant from 05.03.2011 to 10.03.2012</li> </ul>
	<b>PRE-OPENING EXPERIENCE</b>
	<ul style="list-style-type: none"> <li>Worked in <b>Ramada Hotel Jamshedpur</b> as a Pre-Opening Team Member.</li> <li>Worked in <b>The Centro Olaya Hotel Riyadh Saudi Arabia</b> as a Pre- Opening Team Member.</li> </ul>
	<b>TOTAL EXPERIENCE</b>
	<ul style="list-style-type: none"> <li>T ota <b>11yearsand6Months</b> of Experience in Hospitality industries.</li> </ul>
	<b>DUTIES AND RESPONSIBILITY</b>
	<ul style="list-style-type: none"> <li>➤ Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness.</li> <li>➤ Investigate complaints regarding housekeeping service and equipment and take corrective action.</li> <li>➤ Obtain a list of rooms to be cleaned immediately and a list of prospective check-outs or discharges to prepare work assignments.</li> <li>➤ Coordinates work activities among departments.</li> <li>➤ Conducts orientation training and in-service training to explain policies, a n d workprocedures, and to demonstrate use and maintenance of equipment.</li> <li>➤ Inventories stock to ensure adequate supplies.</li> <li>➤ Evaluates records to forecast department personnel requirements.</li> <li>➤ Makes recommendations to improve service and ensure more efficient operation.</li> <li>➤ Prepares reports concerning room occupancy, payroll, and department expenses.</li> <li>➤ Selects and purchases new furnishings</li> <li>➤ Performs cleaning duties in cases of emergency or staff shortage.</li> <li>➤ Examines building to determine the need for repairs or replacement of furniture or equipment and makes recommendations to management.</li> <li>➤ Attends staff meetings to discuss company policies and patrons' complaints.</li> </ul>

Issues supplies and equipment to workers.

- 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

- 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

- I hereby declare that the information given above is true and correct to the best of my knowledge and belief.

**Date: -**

**Md Nadeem Khan**