



Anurag Sharma

Housekeeping
Supervisor

Contact

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Skills

- Good Oral & Written Communication skills
- Ability to learn and work efficiently
- Customer Focused
- Success Oriented
- Flexible
- Adaptable to the working environment
- Self confidence
- Positive attitude
- Team Worker
- PR/Guest Relation
- Staff motivation
- Team building

To excel performance in any kind of task undertaken with the right mix of attitude, knowledge and skills which helps me in making the best of my professional and personal world.

Work History

2024-08 -

2025-03

Housekeeping Supervisor

Hyatt Regency, Gaziabad

- Monitored inventory levels and ordered supplies as necessary
- Created and implemented daily cleaning schedules for staff members
- Ensured that all safety protocols were followed by staff when using equipment such as vacuums or chemicals
- Performed periodic deep cleaning tasks in order to maintain high hygiene standards
- Snagging and taking care of guest rooms, guest corridors, public area & BOH areas

2022-12 -

2023-11

Housekeeping Supervisor

Hyatt Centric Janakpuri Delhi, Delhi

- Supervised and trained staff in housekeeping operations, ensuring adherence to standards of cleanliness
- Created and implemented daily cleaning schedules for staff members
- Inspected guest rooms and public areas to ensure they met established cleanliness standards
- Investigated customer complaints regarding housekeeping services and took appropriate action to resolve them
- Scheduled employees' shifts according to occupancy levels at the hotel
- Conducted regular inspections of all guest rooms, hallways, lobbies, restrooms, elevators, stairwells, laundry facilities and other common areas
- Maintained records of room assignments, special requests from guests and status of vacant and occupied rooms
- Checked inventory for required supplies and made lists for needed cleaning products
- Communicated with maintenance team on damages to repair
- Perform guest room amenities consumption reports, ordering store and taking monthly OS&E And linen inventories
- Making of duty roster, and taking daily briefing

2021-08 -
2022-09

Housekeeping GSA

Crowne Plaza Hotel, Doha

- Responsible for upkeep, decorum and maintenance of the guest rooms
- Make guest rooms by maintaining high standard hygiene and cleanliness
- Monitored and controlled consumption of guest and cleaning supplies, devise
- Methods for optimal usage of cleaning supplies
- Frequently received guest recognition comment cards
- Take guest room discrepancy

2018-04 -
2019-11

Housekeeping GSA

The Leela Palace Hotel, New Delhi

- Attend daily briefing
- Make guest rooms by maintaining high standard hygiene and cleanliness
- Take linen inventory
- Completed compliance training s and certified for the same
- Participated in inter department competitions

2018-01 -
2018-04

Industrial Trainee

Pullman Hotel, Delhi

- As a trainee I have worked in all the major departments Front office, Food production, food and beverage services & Housekeeping

Education

2017-07

Bachelor of Science: Hotel Management

RIG Institute of Hotel Management - Greater Noida

2013-07

Intermediate

U.P. Board - Agra

2011-01

High School

U.P. Board

Disclaimer

I hereby declare that all the above information provided by me is true to the best of my knowledge.