

# CURRICULUM VITAE

## SUMIT KUMAR SINGH

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## OBJECTIVE

Goal-oriented and adaptable professional with a solid foundation in hotel operations and revenue management, looking to leverage their skills in team leadership, financial analysis and customer satisfaction to contribute to the growth of a successful hotel or resort. is looking for.

## WORK EXPERIENCE

### More Than 3 Years of Professional Experience

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Housekeeping Supervisor **NOV 2023 to Present Pandav Hotel Group**  
(Leher-sa) & (Gourissa Resort) **Bhopal MP (INDIA). \*\*\*\*\***



### Duties & Responsibilities

Joined as a Housekeeping Supervisor Pandav Hotel Group (Leher-sa Resort Madhai) & (Gourissa Resort Madhai) which having a 30 room property. Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness. Investigates complaints regarding housekeeping service and equipment, and takes corrective action. We Responsible for All Maintenance Just like Electrical, Plumber, Carpenter & Room Maintenance. I am Mange Cost Shaving Implement SOP of Housekeeping, Swimming pool & Laundry.

Microsoft Knowledge: - Excel 2016 Word 2016

Using Software – eZee

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Housekeeping Supervisor **NOV 2022 TO MAY 2023** Mundota Fort and Palace **Jaipur RJ (INDIA)**  
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### Duties & Responsibilities

Joined as a Housekeeping Supervisor Mundota Fort and Palace which having a 125 Luxurious room property. We Responsible for All Maintenance Just like Electrical, Plumber, Carpenter & Room Maintenance. I am Mange Cost Shaving Implement SOP of Housekeeping, Swimming pool & Laundry.

Microsoft Knowledge: - Excel 2016, Word 2016

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Housekeeping Sr. Guest Service Associate **OCT 2020 TO NOV 2021** Fortune park (Member of ITC)  
Dalhousie HP (INDIA) \*\*\*\*\*

### Duties & Responsibilities



Joined as a Housekeeping Sr. Guest Service Associate in hotel Fortune park (Member of ITC) which having a 60 room property (Pre-Opening Property)

Enters and prepares the room for cleaning. Dusts the room and furniture. Replenishes guestroom and bath supplies. Cleans the bathroom. Cleans the closet. Vacuums and racks the carpet. Checks and secures the rooms. Replenish amenities according to the operational standards. Deliver and retrieve items on loan to guests e.g. iron and ironing boards Ensure security of guest rooms and privacy of guests Perform rotation cleaning duties (e.g. steam clean carpets, spring cleaning, super cleaning etc.)

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Housekeeping Guest Service Associate **SEP 2019 TO SEP 2020** Park Plaza Kausambi (Delhi N.C.R) \*\*\*\*\*



### Duties & Responsibilities

Joined as a Housekeeping Associate Plaza Kausambi having a 182 rooms property (Pre-Opening Property)

Clean closets and door tracks on check-out rooms, removing dust and debris. Ensure correct amount and placement of hangers, extra blanket/pillow and luggage rack. Dust and polish all furniture. Realign furniture to the floor plan. Responsible for replenishment of guest complimentary water. Responsible for the cleanliness and maintenance of his work area. Responsible for the Hotel property in the work area. Attends to guest calls, guest requests / guest complaints in the area assigned to him.

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## EDUCATIONAL BACKGROUND:

### Hotel Management

One Year Diploma in Hotel Management from Hope Institute of Hospitality  
Management Delhi (**2018-19**)



### Secondary Education

Shankar Dayal Singh College Chapra Affiliated by Bihar School Examination Board in Science Stream **2015 TO 2018.**



### High School

Galaxy Residential Public School Jalalpur Affiliated by Central Board of Secondary Education **2015**



## **ACHIEVEMENTS:**

- ✓ Knowledge of Different types of chemicals with use in Housekeeping Task R1 to R9.
- ✓ Knowledge of inventory.
- ✓ Knowledge of Different Types of Scrubs & Machines.
- ✓ Knowledge about all the housekeeping Amenities Handling of Micros Billing and Taking care of the rooms including all the housekeeping desk.

## **Software's**

IDS, Opera, eZee

## **Languages:**

English: Fluent in speaking and writing

Hindi: Mother language

## **PERSONAL INFORMATION:**

**Full Name- Sumit Kumar Singh**

**Nationality: Indian**

**Marital Status: Married**

**Date of Birth: JUL 31 2000**

**Place of Birth: Bihar**

**Passport Number –V3125440**