

CURRICULAM VITAE



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Add: -274 Kason Nijampur

P-O: -Kason

P-S: -Bagbala

Mailing Address

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Dear Sir/Madam

I take the opportunity to put my application in your esteemed origination. I request you to consider my application for the same.

I am dynamic self-motivated and execute my duties with great sense of my responsibility and always expects to make a positive contribute and pro of myself a hard worker and good selection to the organization. Which employs me performing the responsibility as my first duty. I am ready to accept any challenge at both individual and group level. I am an individual e with a burning desire to improve at the huge. Self-confidence, which is an impetus for success. I may impress myself in the organization environment for the development of the organization with the time constraint in a professional manner.

I enclose my resume of your kind consideration.

Keeping in your view my qualification, knowledge, experience and attitude, I am Confident that I can fulfill and job assignment effectively and fulfill expectation.

Looking forward for your favourable Response

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EMPLOYMENT MEMORANDA



1. Hotel Radisson Blu (Delhi Dwarka) job in Housekeeping Associate (240) Rooms dated as on 10.02.2013 to 10.03.2015.



2. Crown plaza (Greater Noida) job in Housekeeping Associate (398) Rooms dated as on 16.03.2015 to 31.11.2016.



3. IBIS (Gurgaon) job in Housekeeping Associate (214) Rooms Dated as on 25.12.2016 to 14.07.2018.



4. Hotel Regenta unit of Royal Orchid (Noida Sect 50) job in Housekeeping Supervisor pre-opening team member (80) Rooms Dated as on 25.07.2018 to 10.02.2020.



5. Hotel the Marutinandan Grand (Nathdwara Rajasthan) job as Housekeeping Executive (101) Rooms Dated as on 12.02.2020 to 10.07.2021.



6. Hotel White Feather Glamming Tent Resort as H.K Asst. manager pre-opening team member (75) Rooms Join by Date- 20.07.2021 to 10.08.2022



7. Present working in Clarion Inn Suba Group of hotel as an Executive Housekeeper (90) Rooms 15/08/2022 to 22/03/24. Then I promoted as a Room Division Manager to till now.

Permanent Address:- 274 kason Nijampur, Dist.- Etah, Po- Kason, Ps- Bagbala, UTTAR PRADESH , PIN NO- 207001

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ACADEMIC QUALIFICATION

Matriculate:- - Passed Matric Examination conduct by UP Board- 2011

Intermediate: - Passed H.S Examination conduct by UP Board- 2013

1 Year Diploma in Hotel Management from Aligarh Muslim University -2016

RESPONSIBILITIES

Responsible for up-keeping of Guestrooms and Public Area. > making duty roster for all areas. > Making the monthly consumption report. > Checks Public area and rooms to see whether they are maintained up to the required standard. > making the Special cleaning schedule. > taking the training classes as par hotel sop. > Overall control and supervision of the Department in coordination with Room attendant. > Responsible for maintaining guest amenities and cleaning supplies store. > maintaining efficient inter departmental coordination with other departments. > Responsible for linen and uniform inventory. > Scheduling and completion of planned Preventive Maintenance. > checking of floor corridor & pantries on a daily basis. > Performed daily opening and closing of Housekeeping. > Checked rooms inventory, assigned rooms to housekeeping staff. > Inspected rooms and public areas throughout the entire hotel. Completed reports, verified status reports, reported status of all assigned rooms to Front Desk and Inputted into automated computer system. > Assisted Housekeeping Manager in completing payroll edits, created weekly schedules for Housekeeping staff according to forecasted hotel occupancy. > Ensured highest productivity and efficiency in Housekeeping operations. > Managed Lost & Found program and Key Control Program. > Ensured stock rooms and carts were maintained with sufficient supplies. > Assisted Housekeeping Manager with guest supply, ordering, inventory, and monthly linen inventory. > Solved guest problems to exceed customer expectations > Promoted team member empowerment and loyalty. > Communicated effectively with Maintenance staff to ensure timely repair and maintenance throughout the entire hotel. > Communicated effectively with all hotel departments for all guest and operational needs. > Ensured highest standards of cleanliness and quality, maintained high scores in guest surveys and regular company inspections

HOBBIES

> Interaction with new people. > Playing cricket. > Participate sports and programs Learning New Things. > Listening Music.

PERSONALITY

CURRICULAM VITAE

- *Energetic, Self-Motivated and result oriented.*
- *Excellent Communication and interpersonal skills.*
- *Good managerial skills and believe in term efforts.*
- *Positive attitude towards the work.*
- *Ability to mold myself in any kind of situation.*

AREA OF INTREST

- *House – Keeping*
- *Operation Manager*
- *Revenue manager*

PERSONAL PARAMETER

- *Willingness to work hard, Quick adaptability, Honesty. With the above information which is correct to my knowledge, hope my details would be favourable and fetch me an opportunity in your organization.*

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Monu Yadav



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