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# LINTO THOMAS

Current Address: Al Ain - Abu Dhabi, United Arab Emirates (UAE)

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Mob. Nos.: 00971 (0) 562750495 ;



## PROFILE: Supervisor/Manager or Suitable post

Holding 15+ years of UAE Driving License.

### Education:

BCom - Bachelor's Degree in Commerce, Attended  
Calicut University (Kerala, India from 1997-2000)

### Diploma in Hotel Management, Certified

Academy for Management Studies (Cochin - Kerala, India from 2002-2003)

(Affiliated with the Center for Advanced Management and Technological Studies and recognized by the Federation of Hotel & Restaurant Association of India)

### Computer Diploma (MS Office), Certified

DB Institute of Technology (Kerala, India in 2004)

### Professional Experience:

**Housekeeping Supervisor** heading the hospital for the function - 21/04/2012 to 13/01/2022

**NMC Specialty Hospital of NMC Healthcare Group**, Al Ain - Abu Dhabi, U.A.E.

**Supervisor** – 01/06/2009 to 06/06/2011

**Food 'n' Fun Restaurant LLC** Al Ain - Abu Dhabi, U.A.E

**Senior Supervisor** - 01/07/2004 to 30/04/2009

**Grand Asian Palace Restaurant** Sharjah, U.A.E.

### Senior Sales Coordinator

**Kadav Resort (3 Star)** Calicut, Kerala, India

### Supervisor

**Fortune Hotel (4 Star)** Calicut, Kerala, India

### Supervisor

**Royal Orchid Hotel Ltd (5 Star)** Bangalore, Karnataka, India

### Supervisor cum Customer Care Executive

**Taj Residency Business Hotel (5 Star)** Calicut, Kerala, India

## Duties & Responsibilities across Various above Functions

### Major:

- Overall in charge of housekeeping, cleaning, and relevant quality management as per JCIA standards.
- Overseeing maintenance, interior settings, and housekeeping-related concerns; coordinating with the concerned by reporting for corrective measures and then verifying for safe & best results.
- Prevention and control of infection under the guidance of the PCI Board of the institute. □ Pest control coordination with DeBug – outsourced □ Waste Management coordination:
  - Medical waste management
  - General Waste Recycling Management
- Housekeeping staff training based on the Annual Training Calendar
- Staff Administrative personal file management
- Departmental documentation for all the above

### Other:

- Standard Operating Procedure (SOP) compliance and follow-up
- Training and Development of Sales and Housekeeping staff on SOPs
- Training Front-office staff on quality management
- Supervising the Housekeeping staff
- Supervising Hotel Accountancy and Computer Fundamentals
- Sales Coordination and training in customer care
- Time Management – Work under work pressure with ease and efficiency
- Excellent Supervisory/Leadership and Strong Customer/interpersonal skills
- Efficient Communicator and has an eye for quality service

## Personal Details

Male, Married

Date of Birth : 25.05.1978

Languages (fluent) : English, Hindi/Urdu, Malayalam

Driving License : U.A.E.

## Passport Details / Visa Status

Nationality : Indian

Passport Number : T 8170372

Place of Issue : Abu Dhabi, United Arab Emirates

Visa Status : Golden Visa( Up to 2032 )