

CURRICULAM VITAE



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OBJECTIVE

Seeking a Challenging position where my skill and Abilities are thoroughly utilized, giving me sufficient Opportunities for continuous growth.

SNAPSHOTS

- Around 10 years of work experience from hotel industry.
- Knowledge of IDS and Opera Software of hotel industry.
- Previously worked with The Fern Brentwood Resort, Mussoorie as an Asst. Housekeeping Manager (HOD) since 01st March 2021 to July 2021.
- Around 01 year experience with **Jakson Resort**, Jim Corbett, Ramnagar as an Asst. Housekeeping Manager Since 12th August to 31 May 2020.
- 03 years work experience from **Fortune Resort Grace**, Mussoorie as a Housekeeping Executive from 01th July 2016 to 08th August 2019.
- 01 years work experience from **Royal Orchid Central**, Jaipur as a Housekeeping Executive from 07th August 2015 to 23rd June 2016.
- 1.4 years work experience from **Fortune Inn Haveli**, Gandhinagar as a Housekeeping Supervisor form 22th Feb 14 to 31th July 2015.
- 01 years work experience from **Royal Orchid**, Mussoorie as a Housekeeping Supervisor from 05th Feb 2013 to 15th 2014.
- 08 Month work experience from **Ambrosia Sarovar Portico**, Haridwar as a Housekeeping Associate from 15th May 2012 to 31th Jan 2013.
- 06 month work experience form **Hotel Ganga Kinare**, Rishikesh as a Housekeeping Associate from 0th Nov 2011 to 10 May 2012.
- 1.2 years work experience from **Hotel Park Plaza**, Jodhpur as a Housekeeping Associate from 02th Sep 2010 to 31th Oct 2011.

RESPONSIBILITIES

- Supervise and be responsible for cleanliness, order and appearance of the property rooms and public area, linen, uniform rooms and employees.
- Controlling and coordinating Housekeeping items.
- Revising and Implementing Standard Operating Procedures.
- Conducting Training for Team.
- Promote Guest Satisfaction by maintaining a team environment.
- Promote Staff Satisfaction by fostering a good working relationship within the department.

Maintains high standards of personal appearance and grooming, which include wearing the proper uniform and name tag while working.

- Maintains regular attendance in compliance with Hotel standards and procedures, as required by scheduling which will vary according to the needs of the hotel..
- Provide job descriptions for each associate and keep them updated.
- Inspects the work of employees.
- Assists to the development of the department's annual budget. Monitors performance against the budget.
- Maintains cost control systems for staffing, linen inventories and cleaning supplies.
- Monitors and maintains facility inspection programs and procedures for rooms, storage areas, laundry area, and public areas

PROFESSIONAL QUALIFICATION

- One year diploma in Hotel management from **A.F.C.I.** Gumaniwala , Rishikesh (Dehradun)
- 6 Month I.T (industrial training) in **Mansingh Palace**, Ajmer, Rajasthan. In Housekeeping.

ACADEMIC QUALIFICATION

- Bachelor of Art from **H.N.B Gharwal University** Uttrakhand
- Intermediate from **U.A. Board** in the year 2008 with 2nd division.
- High school from **U.A. Board** in the year 2005 with 2nd division.

COMPUTER KNOWLEDGE

- Working Knowledge on Opera software and I.D.S. software of Hotel Industries
- 3 month computer diploma in computer application from data computer , Rishikesh.(Dehradun)

STRANGTH

- To Excepting Challenging Regarding the work
- Dutiful and punctual

PERSONAL PROFILE

Father's Name - Mr. Sundar Singh Rawat

Date of Birth - 28th October 1989

Nationality – Indian

Marital Status – Married

Languages – Hindi, English

In the end I assure you sir that I will leave no stone unturned to prove my work to achieve the aims and object of your estimated institution.

Place:

Date:

