


NARENDRA KUMAR

House Keeping (Operation Team)

9315145807

 nk9855811@gmail.com

EDUCATION

2000: 10th passed from CBSE
Board

2002: 12 passed from CBSE
Board.

**2005: B.A. passed from Delhi
University.**

BASIC KNOWLEDGE OF COMPUTER

LANGUAGES

Hindi

English

FATHER'S NAME

NARESH KUMAR

DATE OF BIRTH:

2nd June 1986

MARITAL STATUS:

Married

SUMMARY

Experienced Housekeeping Senior Executive with a proven track record of leading and mentoring diverse teams to exceed cleanliness standards and deliver exceptional guest experiences. Skilled in inventory management, budgeting, and training and development/ I have dedicated 18+ years in the hospitality field, with a focus on ensuring operational efficiency and guest satisfaction.

RELEVANT SKILLS

Safety, Health, and Security
Procedures
Housekeeping Protocols

Staff Supervision

Scheduling

Dispute Resolution

PROFESSIONAL EXPERIENCE (HK)

- Working in Bharat City Society, Loni, Ghaziabad as Site In-charge from past five months.
- Worked in NISF Pvt. Ltd. as a Assistant Manager from March 2021- February 2024 (NCR).
- Worked in M3S Pvt. Ltd. As a Senior Executive from January 2014 – June 2020 (site Intelnet Global BPO [Punjab]).
- Worked in BVG Ltd. As a Site Executive from November 2010 – December 2013 site CNBC Media (Noida).

ADDRESS:

1. A-137, GTB CAMPUS,
DILSHAD GARDEN DELHI-
110095

Hobbies:

- Reading Newspapers
- Reading Books
- Watching Cricket

- Worked in A 2 Z Group as a Senior Executive from January 2008 - October 2010 site ICICI Prudential & Intelnet Global BPO (NCR).
- Worked in Sodexo India Ltd. as a Supervisor from June 2006 – December 2007 site Max Hospital (Delhi).

Signature
KUMAR)

(NARENDER

Date:



FMS •
Security •
HR Services •
Transport / Fleet Management •



M3S/HR/Apt/2014-15/M3S00783
21/01/2014

To,
Mr. Narender Kumar
A-137, Gtb Campus,
Dilashad Garden, Delhi - 110095
+91-9268317895
narender8511@yahoo.com

LETTER OF APPOINTMENT

Dear Mr. Narender Kumar,

With reference to your application for employment in our company and subsequent interviews you had with us, we are pleased to appoint you as **Senior Executive in Operations - Fms** Department at our office **MS Support Services Private Limited** with effect from **21/01/2014** on the following terms and conditions:-

1. You shall be paid a consolidated remuneration package of **Rs.21000/- CTC** p.m. (Annexure - I) as discussed and agreed at the time of interview. You will be eligible to other perquisites / facilities / benefits as applicable from time to time and as discussed and agreed upon at the time of interview. However, you will be liable to pay the Income Tax as per the Income Tax Act applicable from time to time.
2. You shall be on probation for a period of Six months from the date of joining. Your probation can be extended if your performance and effectiveness on the job is not found satisfactory. You will remain on probation unless you are not confirmed in writing.
3. After successful completion of your probation period, if your performance and effectiveness on the job is found satisfactory, you will be confirmed on your post and now you will work within the framework of the organizational structure, policies and directions as may be given to you by the management from time to time. The company's Standing Orders/Service Rules and Regulations will be binding on you (as applicable).
4. Your annual increments will be based upon and granted on your satisfactory and diligent discharge of duties as per the appraisal policy of the company. Annual increment may be withheld at the discretion of the Management in case, your work/conduct is not found up to the satisfaction. The grant of annual increment will also be subject to the prosperity of the company.
5. You will be a whole-time employee of the company and will not undertake any other business work either on payment or otherwise. You will not appear in any examination or test without asking permission of the management in writing.
6. Since you are at present posted at MS Support Services Private Limited but you are liable to be transferred to any section / department/unit or branch or affiliated subsidiaries anywhere in India or abroad either existing or which may come into existence at any time. In case you fail to report for duties at the transferred place, the management will be within its rights to draw a presumption that you have abandoned the job on your own accord and your name will be struck off from the rolls without holding any enquiry.

M/s. MS SUPPORT SERVICES PRIVATE LIMITED

Khasra No. 378, GF & 4th Floor, Shri Sai Complex, Landmark ICICI Bank Ltd., Old Delhi-Gurgaon Road, Kapashera, New Delhi-110037 INDIA
www.mssspl.in, Phone: 011-46037330/31/32 | CIN : U74900DL2009PTC191452





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7. You will work under the supervision of such executives as may be decided by the Management from time to time. You shall diligently and satisfactorily carry out instructions given to you to the best of your knowledge, skill and ability. Your ability will be judged according to the performance and achievement of targets. If you fail to achieve the assigned targets, the management has to think seriously about the continuation of your services with the company.
8. You will not give anyone, in any manner particular or details of any of the research process, or of administrative and organization matter of confidential nature, to which you will come across during the course of your employment with this company.
9. Continuation of your services with the company will be subject to the continuation of the contract with the client; However, the management at its own discretion on availability of a position at some other unit may resurrect your services by way of transfer. (This clause is applicable to those employees, who are appointed on a project or on a contract site)
10. Your appointment is terminable by the Management without assigning any reason, after giving one month's notice or payment of a month's salary in lieu thereof. Similarly, you will be required to give one month's notice before leaving the service. Upon termination/cessation of your employment, you will return to the company all the company properties, papers and documents, which may, at any time, are in your possession relating to the business and will not retain any copies or extracts there from.
11. An employee who has opted for the Service Agreement Bond with the company, his/her appointment will be governed by the terms and conditions of the said agreement and the clause No.10 of this appointment letter shall stand suppressed till the validity of Service Agreement Bond.
12. Your address as given in the application form will be deemed to be correct for the purpose of any correspondence with you. In case of any change in your address, you will inform the Management about the same within three days of such change.
13. Your absence for a continuous period of 8 days (including absence when leave, though applied but not granted) or overstay for a period of 8 days after expiry of leaves, will entail loss of your lien on the job and your services shall automatically come to an end without any notice or intimation to you by the management. The management will presume that you have abandoned the employment of your own accord and you shall be liable to give one month's salary in lieu of notice for abandoning the services in such a manner.
14. Sanction of Earned/Privilege Leaves will depend upon the exigencies of work and shall be at the discretion of the Management. For getting such leave, it shall be your duty to apply in advance and seek prior permission for such leave. Similarly, for extension of leaves, an application will have to be given in writing well before the expiry of the leaves originally sanctioned. While submitting such an application for leave, you will have to state the reason for extending leaves, along with your full address during the period of leave. In case it is found at any time that reason stated for leave were false, you will be liable for discharge/dismissal from service.
15. Sanctioning of sick leave will be subject to the production of sickness certificate by a doctor from a govt. or local authority or failing that, of a duly qualified medical practitioner acceptable to the management, proper leave application must be submitted immediately on resuming the duties and application must be supported with medical certificate if leave availed is for more than 2 days. On returning from the sick leave, if not found medically fit, you will not be allowed to resume duty, until completely recovered from the sickness and on production of certificate of fitness from the medical practitioner acceptable to the Management.

M/s. MS SUPPORT SERVICES PRIVATE LIMITED





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16. Your appointment and continuation in the employment will always be subjected to your physically, mentally fit and alert conditions. The management may send to you for medical check-up/examination to any doctor/registered medical practitioner at any time during the course of employment. The decision of the doctor in this regard shall be final and binding upon you.
17. The management shall do all correspondences by hand and you shall be liable to receive the same. In case of refusal, the same shall be displayed at the notice board and a copy of the same shall be sent via registered / UPC post at your last given address which shall be deemed as receipt of such correspondence, and the refusal of the same shall be treated as misconduct of habitual defaulter.
18. You shall declare that you have never been involved in any kind of criminal activity neither any such case is pending subjudice against you nor you have been convicted by any court.
19. Your appointment is done the basis of the information / documents given by you. In case at any time of your services, any information / documents given by you is found incorrect or false, you services can be terminated with immediate effect.
20. You will automatically retire without notice on your reaching the age of 58 years or earlier if found unfit.

Please return the duplicate copy of this Letter of Appointment after having signed the statement at the bottom that you agreed to and accepted the terms stated above.

We have pleasure in welcoming you to **M/S MS Support Services Pvt. Ltd.** and look forward to a long mutually satisfying and beneficial association.

With best wishes,

For **MS Support Services Pvt. Ltd.**



(Authorized Signatory)

I Agree To & Accept The Above



.....
Signature of Employee

FORM - 10
[RULE 26 (2)]

MS Support Services Pvt Ltd.

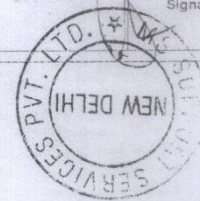
Khasra No - 378, 4th Floor, Shri Sai Complex, Old Delhi - Gurgaon Road, Adj. To Hotel Grand Sarwan
Gurgaon, Haryana - 122002
Salary Slip For the Month of April 2020

Comp PF - DLM1928

Comd ESI - 20091109310000755
Page No. 1

Run Date - 23-Nov-2020

Payroll No	MS504738	Name	NARENDER KUMAR	Gurdian Name	NARESH KUMAR	Designation	Senior Executive	Acc No	68016200270
Dept	Operations - FMS	P.F. No.	DLM1958	ESI No		Unit Name	MS Support Services Pvt. Ltd		
				Uan No.					
Rate		Earnings				Deductions			
Basic	17,325.00	Basic	17,325.00	Spl All	ESI	0.00	Uniform		Gross Pay
H.R.A.	8,307.00	H.R.A.	8,307.00	Wash All	P.F.	0.00	Mobile		
	0.00		0.00	Edu All	TDS	0.00	Others		28,875.00
DA	0.00	DA	0.00	Con All	P.Tax	0.00	Loan		
	0.00		0.00	M Bonus	V.P.F.	0.00	Advance		Deduction
Earnings	3,243.00			Mobile	Adv	4,331.00	PT		
Total	28,875.00			Leave	Loan	0.00	TDS		4,331.75
Present	24.00			Incentive			PDC		
Absent	0.00						MEDICLAIM		Net Pay
Hid/Wo	6.00								
CL	0.00						Wel Fare		24,543.25
EL	0.00			Arrear Days & Month	0.00	0.00			
SL	0.00								
Other Leaves	0.00								
Days Payable	30.00			Earnings Total	28,175.00				Signature



FORM - 10
[RULE 26 (2)]

MS Support Services Pvt Ltd.

Khasra No. - 378, 4th Floor, Shri Sai Complex, Old Delhi - Gurgaon Road, Adj. To Hotel Grand Sarwan,
Kangra, New Delhi - 110037
Salary Slip For the Month of May 2020

Comp PF DL41958

Comp ESI 20001109310000769
Page No. 1

Run Date - 25-Nov-2020

Paycode: MS508739	Name: NARENDER KUMAR	Guard Name: NARESH KUMAR	Designation: Senior Executive
Dept: Operations - FMS	P.F. No: DL41958	E.S.I. No: [Blank]	Unit Name: MS Support Services Pvt. Ltd.
Rate		Acc No: 68016200270	
		Earnings	
Basic	17,325.00	Basic	17,325.00
H.R.A.	8,307.00	H.R.A.	8,307.00
	0.00		0.00
DA	0.00	DA	0.00
	0.00		0.00
Earnings	3,243.00		
Total	28,875.00		
Present	23.00		
Absent	0.00		
Hid/Wo	8.00		
CL	0.00		
EL	0.00		
SL	0.00		
Other Leaves	0.00		
Days Payable	31.00		
		Deductions	
		Spl All	0.00
		Wash All	0.00
		Edu All	0.00
		Con All	0.00
		M Bonus	0.00
		Mobile	0.00
		Leave	0.00
		Incentive	0.00
		Arrear Days & Month	0.00
		Earnings Total	28,875.00
		E.S.I.	0.00
		P.F.	0.00
		TDS	0.00
		P.Tax	0.00
		V.P.F.	0.00
		Adv.	0.00
		Loan	0.00
		Uniform	0.00
		Mobile	0.00
		Others	0.00
		Loan	0.00
		Advance	0.00
		PT	0.00
		TDS	0.00
		PDC	0.00
		MEDICLAIM	0.00
		Wet Fare	0.75
		Gross Pay	28,875.00
		Deduction	0.75
		Net Pay	28,874.25
		Signature	



FORM - 10
[RULE 26 (2)]

MS Support Services Pvt Ltd.

Khasra No. - 378, 4th Floor, Shri Sai Complex, Old Delhi - Gurgaon Road, Adj. To Hotel Grand Sarwan,
Kapashera, New Delhi - 110037

Salary Slip For the Month of June 2020

Comp PF DL/41958

Comp ES/ 2000109310000799
Page No

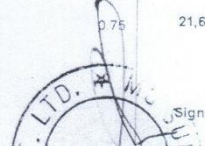
Run Date - 23-Nov-2020

Paycode	M3508738	Name	NARENDER KUMAR	Gurdian Name	NARESH KUMAR	Designation	Senior Executive
Dept	Operations - FMS	P.F. No	DL/41958	E.S.I. No		Unit Name	MS Support Services Pvt. Ltd
				Uan No			Acc No 68016200270

Rate		Earnings		Deductions		
Basic	17,325.00	Basic	17,325.00	Spl All	E.S.I.	0.00
H.R.A.	8,307.00	H.R.A.	8,307.00	Wash All	P.F.	0.00
	0.00		0.00	Edu All	TDS	0.00
DA	0.00	DA	0.00	Con All	P.Tax	0.00
	0.00		0.00	M Bonus	V.P.F.	0.00
Earnings	3,243.00			Mobile	Adv.	0.00
Total	28,875.00			Leave	Loan	0.00
Present	22.00			Incentive		
Absent	0.00					
Hid/Wo	8.00					
CL	0.00					
EL	0.00					
SL	0.00					
Other Leaves	0.00					
Days Payable	30.00					
				Arrear Days & Month	0.00	0.00
				Earnings Total	28,875.00	

Deductions		
Uniform		
Mobile		
Others	7,219.00	28,875.00
Loan		
Advance		
PT		
TDS		7,219.75
PDC		
MEDICLAIM		
Wel Fare		
		Net Pay
		21,655.25

Signature





FMS •
Security •
HR Services •
Transport / Fleet Management •



M3S/HR/Exp/2019/000171
January 02, 2019

Issued to:

Employee Code : M3S00783
Name : Mr. Narender Kumar
Designation : Senior Executive
Unit : MS Support Services Pvt Ltd

To whomsoever it may Concern

This is to certify that **Mr. Narender Kumar S/o Sh. Naresh Kumar** was employed with us as **Senior Executive** at our Head Office Delhi. His working period was 21/01/2014 – 31/12/2018.

He had submitted us his resignation which we accepted and relieved him from his duties accordingly.

During the time of his services, He was very hard working and efficient. He was able to perform all the responsibilities as assigned.

We wish him all the success in his career endeavor.

For **MS Support Services (P) Limited**

Authorized Signatory



M/s. MS SUPPORT SERVICES PRIVATE LIMITED

Khasra No. 378, GF & 4th Floor, Shri Sai Complex, Landmark ICICI Bank Ltd., Old Delhi-Gurgaon Road, Kapashera, New Delhi-110037 INDIA
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FMS •
Security •
HR Services •
Transport / Fleet Management •



M3S/HR/Exp/2020/000172
July 01, 2020

Issued to:

Employee Code : M3S08739
Name : Mr. Narender Kumar
Designation : Senior Executive
Unit : MS Support Services Pvt Ltd

To whomsoever it may Concern

This is to certify that **Mr. Narender Kumar S/o Sh. Naresh Kumar** was employed with us as **Senior Executive** at our Head Office Delhi. His working period was 01/01/2019 – 30/06/2020.

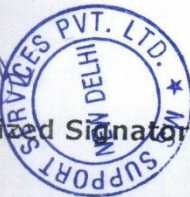
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For **MS Support Services (P) Limited**

Authorized Signatory



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