

## **PROFESSIONAL RESUME**

**Sandeep Harshadbhai Parmar.**

31/1959 Ayodhya Nagar

Near Gotri Gayatri,

BARODA-390021

Mobile No: +91 7990311807, 9913742851

E-Mail: [sandip\\_parmar014@yahoo.com](mailto:sandip_parmar014@yahoo.com).

### **Profile about me :**

- **Seasoned & versatile Management professional** with cross-functional experience of 21 years in handling complete facility Management including housekeeping, security, pest control, gardening, canteen etc.
- **Gained extensive experience** in implementing the security arrangements for ensuring safety of the assets, Men, Materials and sensitive information
- **Highly resourceful** in identifying, developing and negotiating with vendors for the procurement of necessary items, supplies and Material for the smooth running of operations of the organization.
- **Hands-on experience** in Maintenance of law & order, investigation of crimes, intelligence & security
- **A keen planner, strategist and implementer** with proven success in devising and effectuating policies aimed at ensuring smooth running of operations and execution of administrative tasks
- **Instrumental in interacting** with different departments for executing the Maintenance of all equipment in the organization and enhancing the overall efficiency
- **Excellent communication skills** with effective relationship building, analytical skills; exposure of working in environment.

**Present:** At present working as a Assistant General Manager at orsang group (palm Resort, carvan Sarai, orsang dev's camp, orsang gamdi, sou eco camp )Hospitality industries Nov2022 Vadodara.

### **Educational Qualification:**

- Bachelor of business administration  
From IME (institute of Management and engineering)
- Diploma in Hotel Management & Catering Services (M.S.University Baroda)
- GSEB 12th (SHARDA MANDIR HIGH SCHOOL)

### **Professional skills:**

- Goal Oriented
- Strategic Thinking
- Leads and Mentors staff to Maximize productivity, including recruiting,



- assessing, training and managing performance.
- Coaches employees by creating a work plan based on needs.
- Reward and recognize employees for their extraordinary performance.
- Security, Maintenance, housekeeping & interior decoration, front office management.
- Communication & personal grooming, food production & cookery.
- Hotel accounting & financial management, food & beverage services.
- Laws governing Hotel industry, catering management. first'Aid.
- Food science and nutrition,
- Personal Hygiene ,TBEM training
- Brand Standard
- Guest Management
- Kaizen
- Fire Fighting Training.
- Hotel management & catering services (MS University 2009)

#### **Computer Proficiency :**

- Windows
- MS office
- Microsoft Outlook
- FIDELIO
- IDS

#### **RECOGNITIONS:**

- Recognized as STAR for dedicated service during the critical time of flood.
- Recognized as excellence employee for dedicated services during the critical time of Bihar flood relief order from I.O.C.L.

#### **WORK EXPERIENCE:**

- **November 2020 to April 2023 - working as an Operation Manager at Krishna Enterprises Services Vadodara Gujarat.(security, Housekeeping, pest control, Gardening , labours & Maintenance services at Hospitals, commercial or residential building, show room, Shopping Mall, etc)**
- **Gaekwad Baroda Golf Club- 2009-2014 As Contractor 2014-2020- As full time permanent - Facility ( Housekeeping )Manager:**
  - Inspect & Guide the security, Maintenance & Housekeeping staff.
  - Handling team of housekeeping security and garden staff, laundry, pest control Responsible for cleanliness and working adherence to schedule.
  - To Monitor Hospitality staff punctuality. Prepare various reports like weekly reports, Monthly reports, Monthly inventory and staff schedule.
  - AMC contract renewal and Venders Management.
  - To ensure adherence to the policies & procedures, goals and Mission of the Services.
  - To provide courteous services to customers and respond promptly to



customer enquiries complaints and requests.

- To report defects to Maintenance and make sure repairs are carried out.
- Recommends changes as necessary to increase efficiency levels minimizing time required for cleaning all areas.
- To handle Hospitality correspondence and filling and update all housekeeping records checklists and inventories.
- To ensure that all security, Maintenance, housekeeping staff is aware of all Fire and Safety Regulations.
- To control the overhead expenses, remain within the budget.
- To maintain the hospitality spirit at all times when dealing with customers & colleagues.

**MORE MEGA STORE (Hyper Market) Aditya Birla Pvt Ltd-2008-2009-**  
Lost & Prevention, security, Maintenance, housekeeping incharge.

**C.N.C.S Services Pvt Ltd-2007-2008- General Motors Halol -**  
Site In Charge (Maintenance, skilled & safety team Management)

**Sanjay Maintenance Services Pvt. Ltd-2006-2007-**  
Team Coordinator (Vadodara team)

**Taj Residency Baroda-2005-2006**  
Floor Supervisor

**Priya Cinema-2002-2004**  
Facility In Charge (security, housekeeping, Maintenance)

**GSFC Company-2001-2002**  
Senior supervisor (Man power Management)

**P.M. REGENCY-2000-2001**  
Front office assistant

**Date of Birth-19 July 1979**

**Languages known - Hindi, English, and Gujarati.**

**DATE**

**Signature**

