



Vijay Anand Vasudevan

Highly Competent, intend to build a career in Housekeeping with the professional environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment any were in the world or on-site.

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Phone: 9884210435
Date of birth: 17-06-1980
Nationality: Indian

Experience

April 2019 – April 2021: **Housekeeping Training Specialist @ Al Tasnim Enterprises LLC Muscat**

To take care of the daily day to day housekeeping operation and also to provide training to entire housekeeping team through initial classroom training and on the job training in our Factories, Camps, Offices across Oman

1. Develop and implement training and development programs for various housekeeping roles including Managers, Executives, and Team Leaders and Housekeeping staffs.
2. Implementing of Color coding practice across all locations
3. Ensure departmental policies and procedures are followed
4. Ensure all safety and sanitation policies are followed
5. Work in areas in housekeeping team needs more support
6. Create and customize cleaning checklists, cleaning planers and training trackers
7. Ensure housekeeping procedures and training checklists are in place, maintained and adhered, also ensure the team is trained, motivated and focused
8. Consistently offer professional, friendly and engaging service
9. Oversee the housekeeping department and guide then to achieve all goals
10. Zero tolerance Policies, Harassment Policies, Tasks/procedures,
11. MSDS, Does and Don'ts in housekeeping, proper mixing and using of chemicals.
12. Ensure Lost & Found procedure and Policies, Use of equipment, PPE and safety practices are followed
13. Prepare methods for cleaning as per areas and Train in deep cleaning procedures
14. Recommend, receive and test new products/equipment from vendors to evaluate their cost-effectiveness, suitability and ease of use
15. Maintain accurate records/files on employees, MSDS data, products and equipment.
16. Meet with Team Leaders/ HOD other appropriate personnel to discuss and keep them informed on all training-related subjects, including specific employee concerns or new information on safety/training methods.
17. Work with Director, General Manager Facilities to implement cost-saving ideas.

2014 - March 2019: **Asst Housekeeping Manager @ INOX LEISURE LTD Chennai**

1. Manage the daily activities of the Housekeeping department include cleaning of all Audi, offices, washrooms, meeting rooms, conference room and concession areas.

2. To ensure that all the auditoriums are cleaned as per the SOP standards and also that the cleaning activity is completed within time given and there is no delay in screening the movie due to the cleaning activity.
3. Planning, organizing and directing team members to ensure the highest degree of guest satisfaction.
4. Daily supervision of the housekeeping staff. Order and maintain housekeeping supplies and inventory. Conduct property rounds GM and engineering department. Maintain housekeeping attendance.
5. Uphold the highest standards of cleanliness, safety, and conduct. Prepare daily, weekly and monthly cleaning schedules.
6. Ensure the proper maintenance of all equipment; makes arrangements for repair and/or replacement of used and damaged equipment.
7. Prepare job orders and coordinate with the maintenance department and get the work done as soon as possible.
8. Process the vendor's invoices in SAP and follow up the payments.

July 2013 - April 2014: Project Executive @ EUREKA FORBES FACILITY SERVICES PVT LTD Chennai

1. Manpower Sourcing, making joining formalities.
2. Collecting attendance from all sites on month ends.
3. Cross checking the processed salary master before final upload.
4. Create a transition framework, cleaning planers, cleaning checklist, etc.
5. Conduct training for all new sites across Tamilnadu
6. Provide Strategic support to transition and operations team for smooth transition and operation of sites.
7. Managing the training of major sites directly.
8. Monitoring & ensuring the training programs of the new sites.
9. Auditing all new sites for the compliance level.
10. Enhancing the site performance by providing tailor-made training programs for each site
11. Coordinating with HR and Operations and ensure smooth training programs.
12. Visiting other regions and existing major clients and enhance the training processes, reports, systems, value-adds, etc. as part of Operational Excellence.
13. Implementation of new training processes, reports, procedures, systems to ensure quality deliverable, Efficient and effective Facility Services, etc.
14. Conducting site surveys for Housekeeping to office, Industries, Institutions, Hospitals, Hotels etc., and suggesting the client the best solution of housekeeping services in the combination of man, material, and machinery and in preparation of costing as per the customer requirement and considering the profit to the company and getting contracts accordingly.
15. Accountability to Tamil Nadu & Pondicherry.

May 2010 - March 2013: Asst Transition Manager @ ISS FACILITY MANAGMENT SERVICES

1. Create a transition framework, cleaning planers, cleaning checklist, etc.
2. Conduct training for all new sites across Tamilnadu and managing the training of major sites directly.
3. Provide Strategic support to transition and operations team for smooth transition and operation of sites.
4. Monitoring & ensuring the training programs of the new sites and auditing all new sites for the compliance level.
5. Enhancing the site performance by providing tailor-made training programs for each site
6. Coordinating with HR and Operations and ensure smooth training programs.
7. Visiting other regions and existing major clients and enhance the training processes, reports, systems, value-adds, etc. as part of Operational Excellence.

8. Implementation of new training processes, reports, procedures, systems to ensure quality deliverable, Efficient and effective Facility Services, etc.

9. Conducting site surveys for Housekeeping to office, Industries, Institutions, Hospitals, Hotels etc., and suggesting the client the best solution of housekeeping services in the combination of man, material, and machinery and in preparation of costing as per the customer requirement and considering the profit to the company and getting contracts accordingly.

10. Accountability to Tamil Nadu, Kerala, Pondicherry and also some parts of AP

Nov 2008 - April 2010: Manager Operations @ SWINGER FACILITY MANAGEMENT SERVICES Chennai

1. To Plan the required resources for the new sites, execute the plan by coordinating with the team members.
2. To ensure that day to day operations is smooth in all sites.
3. To attend Client meeting, to get regular feedback, surprise site visit.
4. Conducting weekly operational meeting, preparing various operational reports.
5. To ensure monthly attendance is collected from all sites on time.
6. To check all the attendance.
7. To ensure all the invoices reach their respective sites on time.
8. To have a follow up of the outstanding payments.
9. To sure that enough uniform and materials are there in stock

Nov 2007 - Dec 2008: Asst Manager Operations @ G4S Facility Services INDIA PVT LTD Chennai

1. To Plan the required resources for the new sites, execute the plan by coordinating with the team members.
2. To ensure that day to day operations is smooth in all sites.
3. To attend Client meeting, to get regular feedback, surprise site visit.
4. Conducting weekly operational meeting, preparing various operational reports.
5. To ensure monthly attendance is collected from all sites on time.
6. To check all the attendance.
7. To ensure all the invoices reach their respective sites on time.
8. To have a follow up of the outstanding payments.
9. To sure that enough uniform and materials are there in stock

Nov 2005 - Nov 2007: Facility Manager @ Sodexo pass SERVICES PVT ltd - TVS Electronics Chennai

1. Manage the day to day operations of the Housekeeping department of all offices, shop floor, warehouse, washrooms, meeting rooms, conference room and all public spaces.
2. Planning, organizing and directing team members to ensure the highest degree of client satisfaction.
3. Daily supervision of the housekeeping staff. Order and maintain housekeeping supplies and inventory.
4. Conduct joint inspections with the client. Recruit, schedule and train all new housekeeping staff members.
5. Maintain housekeeping attendance.
6. Uphold the highest standards of cleanliness, safety, and conduct. Prepare daily, weekly and monthly cleaning schedules.
7. Ensure the proper maintenance of all equipment; makes arrangements for repair and replacement of used and damaged equipment.
8. Prepare job orders and coordinate with the maintenance department and get the work done as soon as possible

Aug 2004 - Nov 2005: Senior Housekeeping Supervisor @ Sinar Jenith India Pvt Ltd Chennai

ITC Chola Sheraton Housekeeping Supervisor Aug 2004 to Jan 2005

Traders, Chennai - Housekeeping Supervisor Feb 2005 to Jun 2005

Taj Fishermans Cove, Kovalam - Senior Housekeeping Supervisor Jul 2005 to Nov 2005

Mar 2003 - Aug 2004: **Housekeeping Supervisor @ Benz Park Hotel** Chennai

Jun 2001 - Feb 2003: **Housekeeping Supervisor @ Best Western Pleasant Days**
Chembarambakkam

Education

BSc HMCT 1999 - April 2001 Batch

VELS College of Arts and Science
Hotel Management and Catering Technology
Pallavaram, Chennai

Languages Known

Tamil, English & Hindi

Skills

Teamwork, Leadership, Man Management, Time Management, Cost Control, Handling Conflict, Mentoring and Office administration

Certificates & Courses

BISCs

- 1) License to Practice
 - 2) Control of Cross Contamination
- DCT - Diploma in Computer Technology in APTECH

Driving License

Omani and Indian

Passport

Indian Valid till 18th October 2025

Declaration:

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

Date:

Signature

Place: Chennai

[V.VIJAY ANAND]