

SASIREKHA VADDIPARTHY

**CV for Executive
Housekeeper**

Sasirekha.star@gmail.com



Mobile number-9663265717/9740056060 /08079649338

Sasirekha Vaddiparthi having 20 years of experience in Hospitality 9industry Housekeeping Department with good communication, man management skills and computer knowledge. To secure a challenging and responsible position within an organization that offers an excellent opportunity for professional advancement, be an interim part of the company and to be a team leader completing all the given assignments in time.

CAREER VISION:

To excel in the chosen field of work i.e. service sector and to exceed the expectations of the company, colleagues and subordinates by optimizing the productivity achieving target, budgets within the available resources.

MY PROFILE:

Presently working with Ramada Encore Hotel as Executive Housekeeper from 2013 Aug to Till date.

Worked as Executive Housekeeper at Golden palms 5 star Resort 150 rooms property in Bangalore from May 2011 to June 2012

Worked as Executive Housekeeper at THE CARLTON Hotel, Kodaikanal , India for Three Years From Sep 07 to Aug 10 (A Five star hotel of The K Raheja group) 95 rooms property.

Worked as Housekeeping Executive in ITC WINDSOR SHERATON HOTEL For one and half year – Apr-06 to Sep-07 Bangalore, India (240 rooms 5 Star deluxe hotel of The Sheraton Group of Hotels)

Worked as Asst Manager Housekeeper (Head of the Department) at RICHMOND HOTEL (Residency Group) Bangalore, India. from Jan-03 to June-05 for Two and Half Year.

Worked as Executive Housekeeper at INFANTRY COURT COMFORT INN Bangalore,India for One and Half Year from July01 to Dec 02

Worked as Asst House Keeper at THE BASIL HOTEL, Bangalore,India from Aug 00 to June 01.

Worked as House Keeping Supervisor at ST.MARKS HOTEL, Bangalore, India from Feb 98 to July 00.

Worked as House Keeping Supervisor at THE RESIDENCY, Coimbatore, India for one year in 1997

JOB DESCRIPTION:

OBTAIN HIGHEST QUALITY OF CLEANLINESS AND SERVICE

- Schedules employees in accordance with forecasted occupancy, and adjusts staffing as necessary for changes in occupancy
- Co-ordinates availability of rooms with Front Office Manager
- Supervises the daily activities of the housekeeping staff
- Monitors the responses on customer comment cards, identifies problem areas and formulates solutions
- Together with Floor Supervisors, conducts daily and random inspections of hotel property, all housekeeping areas, and follows-up where necessary
- Informs Front Office about accurate room status
- Makes sure that furnishing, facilities and equipment within the housekeeping areas are maintained in the cleanest possible condition, and ensures that repair and maintenance is executed when needed
- Brings all needs for repair to the attention of the Engineering Department
- Oversees inventory, purchasing, disbursement, and cost control for all linen, uniforms, cleaning supplies, guest rooms and rest rooms supplies, laundry supplies, and housekeeping related machinery and equipment
- Schedules and supervises all rotational and special cleaning programmes as required
- Secures keys in accordance with hotel's key management guideline
- Responsible for "Lost and Found"
- Orders and keeps track of uniforms for all employees
- Checks the arrival list, conference guest list, and VIP list daily and makes sure VIP treatment is taken care of appropriately
- Controls and analyses departmental costs on an ongoing basis; takes action to control negative deviation
- Analyses own budget, and takes corrective action and follow-up
- Assists in the development of the hotel's annual business plan, by providing input regarding housekeeping issues

EDUCATIONAL QUALIFICATIONS:

Academic:

**Completed B.COM from ANNAMALAI
UNIVERSITY at CHIDAMBARAM (T.N)**

Technical:

**Certificate course in Front Office, Book
Keeping & House Keeping from FOOD CRAFT**

INSTITUTE, TRICHY, INDIA

PERSONAL INFORMATION:

Date of birth: 27th march 1977

Nationality: Indian

Passport number: G2990180 (Issued in Bangalore and valid till 2017)

Languages: English, Hindi, Telugu, Tamil, Kannada.

Marital status: Married

Contact Address

#207, BSK 3rd Stage

Bangalore - 85

DECLARATION:

**I hereby declare that the information given above is true to the best
of my knowledge.**

Sasirekha Vaddiparthi