

# CURRICULUM VITAE

**SYED MURTUZA MANNAN**

**DOB –06-08-1996**

**Mail: *syedmurtuzaaazan878@gmail.com***

**Mobile no: +0581850819**

**Location: Dubai**

**SUB: APPLYING FOR FRONT OFFIC &HOUSEKEEPING**

## **OBJECTIVE:**

Continue to develop the potentials in the professional career and to grow to a senior level of responsibility where I can make a significant contribution to the success of the organization. Will work in an environment ensuring teamwork and accept challenges of growth opportunities.

## **EDUCATIONAL QUALIFICATIONS:**

- 2017-2018      **Diplma in Hotel Management**  
(Aims college of Hotel Management, Affiliated to Jawaharlal Nehru)  
✚ Relevant courses: food& beverage, Housekeeping, Front office, food production.  
✚ Average grade:7.0/10
- 2014              **Ssc (secondary school certificate)**  
✚ Average grade: 5.5/10

## **PROFESSIONAL EXPERIENCE:**



Working as Room attendant from 13<sup>th</sup>, March 2019 to may 2020.

### **Novotel Accor group, (Hyderabad, India)**



Worked as Housekeeping attendant from 25<sup>th</sup>, May, 2018 To 2<sup>nd</sup>, January, 2019 September



Joined as industrial Trainee From 15<sup>th</sup>, February, 2018 Till 16<sup>th</sup>, May, 2018.

## **LANGUAGES KNOWN:**

Language	Understand	Speak	Read	Write
English	✓	✓	✓	✓
Telugu / Hindi /	✓	✓	✓	✓

## **Trainings attended:**

- ✚ Bed making
- ✚ Check in – check out procedures
- ✚ Customer service
- ✚ Lost& found procedures

## **DUTIES AND RESPONSIBILITIES:**

- ✦ Serving as an appropriate image role model that is reflective of the hotel's values and culture,
- ✦ To clean each guest rooms and bathroom thoroughly. Make the necessary arrangements in guest rooms and replenish guest supplies.
- ✦ To provide Turn Down service as per the standard required by the hotel.
- ✦ To attend to the guests requests and queries courteously and promptly in the course of duty.
- ✦ To report to the Team Leader of any unusual incidents, complaints, un-authorized persons in guest rooms, missing or damaged hotel properties and lost & found items.
- ✦ To re-stock the trolley for the next day.
- ✦ Responsible for the overall cleanliness and sanitation of the residents rooms, bathrooms and common areas including scrubbing, mopping, vacuuming, polishing, dusting, windows and using germicide.

## **SUMMARY OF QUALIFICATIONS (Skills Set):**

- ✦ Excellent verbal and written communication skills,
- ✦ Excellent guest, customer, and employee relations skills,
- ✦ Excellent proactive attitude towards work,
- ✦ Proven track record in delivering quality service to customers,
- ✦ Strong ability to provide effective leadership and goal setting skills,
- ✦ Excellent organizational and time management skills,
- ✦ Experience working a varied schedule, including weekends, holidays, and evenings,
- ✦ Knowledge and understanding of Housekeeping, and labour and safety rules and laws

## **HOBBIES:**

- ✦ Travelling,
- ✦ Watching movies.

## **Computer Skills:**

- ✦ Ms office.
- ✦ Opera.
- ✦ IT Skills.

## **PERSONAL DETAILS:**

Name	: Syed Murtuza Mannan
Father's Name	: Syed Abdul Hai
Mother's Name	: Syeda Malika Banu
Date of Birth	: 06-08-1996
Gender	: Male
Height	: 6.2
Weight	: 76kgs
Marital status	: Un married
Nationality	: Indian
Languages Known	: English, Hindi, & Telugu
Passport No	: NORMAL/M4073204
Visa status	: UAE (DUBAI)

**DECLARATION:** I Hereby given all the information in the resume are correct to the best of my knowledge and believe.

**Yours sincerely,**  
( SyedMurtuzaMannan. )