**Annu Singh**

E-mail: annusingh55@yahoo.com

Phone no.: 8089873122/9927917837

Nationality: Indian

**Objective**

Seeking a challenging position to enhance my skills towards the growth of organization where I am working and to be a confident individual with commitment to work and control on situation and changes.

**Work experience**

**Marriott International Assistant Manager Housekeeping**

*(Jul 2008-Aug 2011) Hyderabad/ Pune/ Mumbai*

* Planning, organizing and directing team members to ensure the highest degree of guest satisfaction.
* Daily supervision of the housekeeping staff, including the day, event and post-event crews.
* Purchase, re-order and maintain housekeeping supplies and inventory.
* Conduct pre-event inspections of all rooms, concourses, clubs, seating areas and public areas prior gate opening for every event held at the arena.
* Recruit, schedule and train all new housekeeping staff members.
* Maintain the housekeeping budget, providing billing summaries and expenses for all pre and post events.
* Uphold the highest standards of cleanliness, safety, and conduct.
* Determines and maintains the department work schedule used to notify staff of upcoming events and ensure proper preparation and staffing for each event.

**Education**

*Jul 2005 - Jun 2008*

**Dr.Ambedkar Institute of Hotel Management, Catering and Nutrition, Chandigarh**

*B.Sc in Hotel and Hospitality Adminsitration*

I.H.M.Chandigarh is one of the top I.H.M. colleges in India.

It gave me an opportunity to get selected through campus placement.

**St.Mary's convent school,Dehradun**

*Intermediate – Science Stream*

**St.Mary's convent school,Dehradun**

*High school*

**Language Skills**

English (speech,reading,writing)

Hindi (speech,reading,writing)

**Technical Skills**

Working knowledge of roomsdivision management systems.

Capable of using independent judgment/ decision making skills ability.

Proven comfort and experience to interact effectively with all levels of management, guests, associates, and clientele.

**Computer Skills**

Proficient with MS Office and using internet for research & official communication.

**Personal details**

Date of Birth: 29/07/1988

Marital Status: Married

Passport : K4965920

Date: 31 Jul 2015 (Annu Singh)