RESUME

**VIPAN KUMAR** 

S/O Sh. Ashok Kumar

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**CAREER OBJECTIVE**

A challenging career in housekeeping of an organization in the hospitality sector. I believe that smartness and hard work go hand in hand with each other and that teamwork is best solution to all obstacles. I enjoy interacting with people and hope to pursue my career towards the same with all my potential.

**EDUCATION QUALIFICATION**

* 10TH from HP Board Dharamshala (2015)
* +2 from HP Board Dharamshala (2016)
* Diploma in hotel management from FOOD CRAFT INSTITUTE Dharamshala under Himachal Tourism. (2017)

**AREA OF INTEREST**

* Housekeeping

**EXPERIENCE**

* HOUSEKEPING SUPERVISOR - May 15th 2021 to till now.

Employers name - BESTECH BUSINESS TOWER MOHALI (P.B)

Duties -

Responsible for supervising the daily routine of housekeeping staff and for ensure that all public area is always kept clean.

Duties-

Holding meetings with housekeeping staff to discuss their job functions.

Listening to, understanding, and clarifying client concerns. Inspecting the cleaning and servicing of public areas.

Approaching client in an attentive, friendly, courteous and service oriented manner.

Ensure that public area and bathrooms are cleaned on a daily bases.

* **HOUSEKEPING SUPERVISOR** – Oct. 1st 2019 to March 11TH , 2021

Employers name – PARK PLAZA LUDHIANA (P.B)

Responsible for supervising the daily routine of housekeeping staff and for ensure that guest rooms are always kept clean.

**Duties-**

* Holding meetings with housekeeping staff to discuss their job functions.
* Listening to, understanding, and clarifying guest concerns. Inspecting the cleaning and servicing of guestrooms and public areas.
* Approaching guests in an attentive, friendly, courteous and service oriented manner.
* Making sure that all guest rooms have appropriate supplies and linens in them.
* Maintaining guest confidentiality at all time.
* Ensure that rooms and bathrooms are cleaned on a daily bases.
* Inspecting guest rooms and guest areas.
* **HOUSEKEPING ROOM ATTENDANT** – JUNE 1st 2018 to till SEP. 30TH , 2019

Employers name – PARK PLAZA LUDHIANA (P.B)

**Duties-**

* Maintained guest room, guest corridors and housekeeping pantry on daily basis.
* Ensure to attend guest complaints effectively.
* Ensure that guests are offered high quality services.
* Provide defect free room along with timely service to guest.
* Maintain hygiene and cleanliness standards.
* Maintain positive guest and colleague interactions with good working operations.
* **HOUSEKEPING ROOM ATTENDANT** – 9th FEB. 2018 to MAY 30TH , 2018

Employers name – THE CABBANA RESORT AND SPA PHAGWARA, JALANDHAR (PB )

**Duties-**

* Maintained guest room, guest corridors and housekeeping pantry on daily basis.
* Ensure to attend guest complaints effectively.
* Ensure that guests are offered high quality services.
* Provide defect free room along with timely service to guest.
* Maintain hygiene and cleanliness standards.
* Maintain positive guest and colleague interactions with good working operations.
* **JOB TRAINING –** 9TH NOV. 2017 TO TILL 8TH FEB. 2018

Employers name – THE CABBANA RESORT AND SPA PHAGWARA, JALANDHAR (PB )

**Duties-**

* Maintain hygiene and cleanliness standards.
* Provide service items to guest rooms upon requests from the guests.
* Maintain close coordination with seniors.
* Able to do repetitive jobs with consistency and excellence.
* **INDUSTRIAL TRAINING –** 1st MAY 2017 TO 31ST OCT. 2017

Employers name – RAMADA JALANDHAR CITY CENTRE (PB)

**Duties-**

* Maintain positive guest and colleague interactions with good working operations.
* Responsible for maintaining the hygiene and appearance of the hotel.
* To be a good team worker.
* To be responsible, disciplined and organized.

**STRENGTH**

* Team player.
* Creative.
* Self confident.
* Self motivated.
* Planning abilities.

**ACHIEVEMENTS**

* Appreciated by THE CABBANA RESORT AND SPA, JALANDHAR.
* Employ of the moth from HOTEL PARK PLAZA LUDHIANA.

**SKILLS**

* Positive Attitude
* Zeal to learn and apply new strategies
* Responsible, Punctual

**LANGUAGE KNOWN**

* Hindi
* English
* Punjabi

**SYSTEM KNOWLEDGE**

* IDS version 6.5
* Opera version 5.5

**PERSONAL DETAILS**

Name : Vipan Kumar

Birth of Year : 25-12-1998

Nationality : Indian

Gender : Male

Marital Status : Unmarried

Height : 5’ 07”

Weight : 59kg

**HOBBIES**

* Playing Cricket
* Decoration
* Cooking

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place\_\_\_\_\_\_\_\_\_\_\_\_\_ Sig………………………