CURRICULUM VITTAE



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SHAPOOR,NANDIPET,

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INDIA- 503212

Education

- ✓ Secondary School Certificate Passed at ZP High School In Thondakur India 2014 to 2015
- ✓ DIPLOMA Mechanical Engineering Passed at Govt Polytechnic College in Nizamabad , India 2015 to 2018

Passport Details

PASSPORT NO	*: S 9678329*
DATE OF ISSUE	*: 04-02-2019*
DATE OF EXPIRE	*: 03-02-2029*
DATE OF BIRTH	*: 25-06-2000*

MARWADI SAI KUMAR

Housekeeping Room Attendant

Career Objective

Housekeeper seeking to utilize proven professional skills and hotel management knowledge to fill a full time housekeeping role in your hotel. Possess excellent time management and efficient cleaning skills. Continually aim to maintain professionalism and a positive attitude to all guests. Proficient Housekeeper Room Attendant with 3 years history Cleaning and customer service . Exceptional interpersonal and time management skills. organized and hard working with dedication to completing tasks on time and surpassing expectations.

Work Experience

Presently I' am working as a Housekeeping attendant, Trident 5 star hotel, Hyderabad, Ts, India

(March 2022 still Continue)



- **Service guest room daily in accordance with hotel procedures by priority and in a timely manner .**
- **Transport cart with cleaning supplies , amenities and lines to assigned guest rooms and position securely.**
- **Ensure guest security by keeping door open when room occupied , block room with cart to prevent unauthorized persons from entering, and verify gust key /key card in door prior to guest entry if guest should return to room while cleaning.**
- **Replace towels and bed lines , and replenish guest room supplies.**
- **Use correct cleaning chemicals for designated surfaces, according to regulations and hotel requirements. All bottles must be labeled.**
- **Empty trash containers.**
- **Remove soil, dirt, soap build – up and hair form bathroom mirrors, vanity, sink, toilet, shower walls, bathtub, shower curtain and floor.**

Skill Highlights

- Positive attitude
- Methodical and well organized
- Communication skills.
- Interpersonal skills.
- Flexibility
- Customer Service.
- Housekeeping hard skills.
- Physical mobility and stamina required
- Ability to follow instruction
- Detail-oriented
- Professional attitude is required
- Ability to work independently
- Excellent time management skills
- Bondable is generally required
- Previous customer service experience may be required
- Good communication skills are an asset
- Good organizational skills

Computer Knowledge

MS Office, MS DOS, Microsoft Word, Excel, PowerPoint & Internet.

Operating Widows Xp, 7, 10 computer system

Personal Data

Name	:	M.SAI KUMAR
Father Name	:	Shankar
Nationality	:	Indian
Religion	:	Hindu
Gender	:	Male
Material status:		Unmarried

- **Dust all furniture, Pictures , frames, mirrors, light bulbs, fixtures, switches, Tv and remote realign to floor plan.**
- **Open all drawers / doors in check – out rooms and remove items if left by guest . Dust inside**
- **Check under beds, chairs, and sofa for debris and remove if present.**
- **Remove dust, spots and smears from all doors, wall, drapes, windows, ledges, baseboards, Ac unit, corners and telephone.**

Professional Experience

Previously Worked as a Housekeeping Attendant
JAMS HR HOTEL DUBAI

From (22 Dec 2019 to 28 Jan 2022)



- **Replenishes all supplies in unit**
- **Notes and communicates any noted damage, extra dirty units, or lost & found items to their supervisor.**
- **Special projects and other duties may be assigned as needed .**
- **Shampoos and vacuums all carpets, hallways and guest rooms.**
- **Provides towel and trash exchange daily.**
- **Stocks all lines and amenities for the unit and occasionally washes laundry.**
- **Maintains inventory on room supplies , lines, and kitchen supplies within the unit and reports any maintenance needed.**
- **Maintains proper working relationships within the department and with other operating department on property**
- **Replacing used towels and other bathroom amenities, such as shampoo and soap.**
- **Inspect condition of amenities of amenities inside table drawer and literature tabletop. Replace as needed .**
- **Vacuum throughout entire room.**
- **Update status of rooms cleaned on assignment sheet. Call in each checked out room as cleaned to front desk . communicate with the front desk the status of stay overs and check – outs.**

Strengths

- Positive thinking,
- Decision-making ability
- Time management skills,
- Energetic and Hardworking.
- Good Communication Skills

Achievement

- I had got a Hotel management Industrial Training Housekeeping Department certificate at Golkonda hotel in Hyderabad.
- I had got a Housekeeping Attendant Certificate at Jams 5 star hotel in Dubai.
- I had got National service scheme certificate sports for the month of Jan-2015 to 2017 from my college in India.

Hobbies

- COMPUTER POGRAMING
- READING
- COOKING
- CHESS

Languages

- English
- Hindi
- Telugu

Industrial training exposure

Hotel management Industrial Training at GOLKONDA HOTEL in India, Hyderabad

From(18 Apr 2019 To 20 Oct 2019



- Dusting and polishing furniture and fixtures.
- Greeting guests and responding to queries.
- Cleaning and sanitizing toilets, showers / bathtubs, countertops, and sinks.
- Maintaining a clean and sanitary kitchen area. Vacuuming carpets.
- Making beds and changing lines . washing windows.
- Vacuuming and cleaning carpets and rugs
- Ensuring students go through their Industrial training according to the defined scopes
- Using any cleaning equipment such as vacuums, mops, and other cleaning tools .washing blinds. Tidying up rooms. Monitoring cleaning supplies and ordering more as needed.
- Reporting necessary repairs or replacements.
- Keeping bathroom stocked with clean linens, toiletries and other supplies. Cleaning mirrors and other glass surfaces. Emptying trash receptacles and disposing of waste .steaming and cleaning draperies.
- Clean and prepare conference space or meeting rooms for meetings or events as directed.
- Assist with laundry including sorting , loading turning , folding and scrubbing of stains as directed.
- Knowledge about exposure control policy, and hotel fire and emergency procedures.
- Able to work efficiently and independently with minimal Supervision.
- Returning and restocking cleaning cart at shift end.

Declaration: I hereby declare that the above information is true and correct to the best of my knowledge.

MARWADI SAI KUMAR