



PURVESH S.

Indian, Male

Currently Resident in UAE

OBJECTIVE

Looking for suitable opportunity to lead a team of housekeeping /cleaning professionals, where I can explore my skill sets and bring them to effective use for achieving the organizational objectives by providing the clients and customers with professional and efficient services.

SKILLS

- Departmental Organizer.
- Knowledge of Standard operating procedures.
- Knowledge of Housekeeping and deep cleaning procedures.
- Ability to be a clear thinker, analyze problems, exercising good judgment
- Good at interpersonal communication.
- Excellent leadership and managing power.
- Ability to meet deadlines on time.
- In-depth knowledge of various housekeeping equipment machines & chemical products.
- Proficient in responding to guests' queries and resolving problems efficiently
- In depth knowledge of supervising staff to ensure cleanliness and tidiness of premises

AREAS OF EXPERTISE

- Housekeeping SOP'S

- Chemical knowledge
- Health and Safety knowledge
- Housekeeping Operational Machines
- Spring cleaning of rooms & public area

WORK EXPERIENCE

HOUSE KEEPING SUPERVISOR

Holiday Inn Hotel Abu Dhabi (IHG Group)

2016 – Present

Duties and Responsibilities:

- Ensure that all vacuuming, polishing buffing, carpet, care, window cleaning, floor cleaning room and general cleaning is done in professional manner and according to established standard.
- Monitor staff activities (minimize waste, misuse, abuse, security, Hygiene and safety risk, suspicious incidents, unusual encounters).
- Supervises and follow up all periodic tasks (pest treatment, preventive maintenance, turning of mattress, lampshades, changing and washing mattress protector, shower curtain, bed skirting, airing and refreshing of and duvet insert).
- Ensure that all paperwork assigned to this position is completed and submitted in a timely manner to the Housekeeping Manager.
- Responsible for all Housekeeping equipment inventory.
- Ensure that all accidents are immediately reported to the Housekeeping Manager & Chief of Security.
- Perform other duties as directed by Housekeeping Manager.
- Responsible for all operational related training for all team members.
- Brief assigned housekeeping staff, schedule duties and tasks and ensure follow-up.
- Follow up Abu Dhabi Tourism Authority requirements and cleaning calendar.
- Attends and participates in the daily Supervisors briefing and departmental meeting. Highlight problems and observation: make suggestion for improvements.
- Attends to guest complaints and or request. Update the guest profile.
- Inspect rooms (Vacant, Occupied, Long stay, OOO / OOS)
- Release vacant room and updates room status in timely manner and reports discrepancy if any.
- Inspect area cleaned using checklist to see that cleaning and services performed (day service & performed night turn down) is adequate supplies in rooms are as per standard, and need for immediate repairs are reported.
- Take note VIPS Do not Disturb Rooms, sleep out, Skip, Double lock rooms and take appropriate action.
- Report assets damages / if any and prepare compensation charge form.
- Blocks rooms for maintenance repair (if more than of repair time is required) and cleaning.



- Supervises the staff (discipline, grooming, cleaning standards work procedures, policies rule and regulations).
- Follow up all monthly tasks (changing and replacement of magazines and flipping of the desk calendars).

SENIOR ROOM ATTENDANT

Holiday Inn Abu Dhabi (IHG Group)

2010 - 2017

Duties and Responsibilities:

- Maintaining cleanliness and overall appearance of the hotel rooms
- Sweeping floors of the corridors as well as rooms as per the instructions of the supervisor
- Decorating rooms on special occasions like festivals or for honeymoon couples
- Replenishing guest amenities and supplies
- Ensuring the security of the furniture and other material in the guest rooms and reporting maintenance problems or special room problems to department
- Follow up lost and found procedure
- Cleans assigned guest units in accordance with Hotel standards

ROOM ATTENDANT

Dhafra Beach Hotel (National Corporation For Tourism & Hotel)

Abu Dhabi UAE

2007 - 2010

ROOM ATTENDANT

Papa Jolly's Spiritual Holidays In

GOA, India

2004 - 2006

Duties and Responsibilities:

- Room making
- Spring cleaning
- Flower arrangements
- Stock receiving and inventory management
- In-depth knowledge of various housekeeping equipment and products
- Knowledge and expertise over laundry operations
- Familiar with the latest industrial trends
- Ensure that all vacuuming, polishing buffing, carpet, care, window cleaning, floor cleaning room and general cleaning is done in professional manner and according to established standard.
- Monitor staff activities (minimize waste, misuse, abuse, security, Hygiene and safety risk, suspicious incidents, unusual encounters).
- Supervises and follow up all periodic tasks (pest treatment, preventive maintenance, turning of mattress, lampshades, changing and washing mattress protector, shower curtain, bed skirting, airing and refreshing of and duvet insert).

ACHIEVEMENTS

- **Employee of the Month**
Holiday Inn Abu Dhabi
- **Quarter of Supervisor Award**
Holiday Inn Abu Dhabi
- **Cross Training**
Housekeeping Supervisor
Holiday Inn Hotel Abu Dhabi, UAE
- **Fire and Safety**
Holiday Inn Abu Dhabi, UAE
- **Loyalty Training**
IHG online
- **Code of Conduct**
IHG Online
- **Handling Information Responsibility**
IHG Online
- **Making Guest Smile**
IHG Online
- **IHG Culture of Clean**
IHG Online
- **IHG Problem Handling**
IHG Online
- **IHG Way of Clean**
IHG online
- **Information Security**
IHG Online

EDUCATION

- **Secondary Education (10th) Passed**