

## CURRICULUM VIATE



MANIKANDAN.P  
NADAR STREET  
KEELAIYUR POST  
KILVELUR TK  
NAGAPATTINAM DIST  
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### **OBEJECTIVE:**

To pursue a challenging and responsibility career in an active working environment in which initiative skills ambitions and commitment to excellence will be utilized.

### **PROFESSIONAL QUALIFICATION:**

- One Year Craft Course in Front Office and Housekeeping at SIHM&CT Thuvakudi, Trichy in the Year of 1998-1999
- Type Writing English junior grade

### **ACADEMIC PROFILE:**

- Education Qualification: HSC

### **PRESENT EMPLOYEMENT:**

- Working as a Housekeeping Executive in **HOTEL CHARIOT BEACH RESORT** Mahabalipuram from April-2013 to till now.
- Joined as a Housekeeping Supervisor in **HOTEL CHARIOT BEACH RESORT** Mahabalipuram from March -2009 and promoted as a senior supervisor.
- Worked as a Housekeeping supervisor in **HOTEL FORTUNE CHARIOT BEACH RESORT BY ITC WELCOME GROUP** Mahabalipuram From Dec-2006 to March-2009

**PREVIOUS EXPERIENCE:**

- Worked as a Housekeeping Supervisor in **HOTEL ROYAL SOUTHERN** Trichy From July-2004 to Dec-2006.
- Worked as a Housekeeping supervisor in **HOTEL ANNAMALAI INTERNATIONAL** Pondicherry from May-2002 to June-2004.
- Worked as a Room Attendant in **HOTEL GRT GRAND** Chennai from Sep-1999 to april-2002.

**TRAINING EXPERIENCE:**

- Forty days Training in **HOTEL GRT GRAND** Chennai in Housekeeping Dept. from the period of 07.06.1999 to 06.09.1999.
- Summer Training in **HOTEL QUALITY IN KENSINGTON TERRACE** Bangalore in Housekeeping Dept. From the period of 01.12.1998 to 09.01.1999.

**PERSONAL TRAITS:**

- Reliable
- Responsible
- Enthusiastic
- Communicative
- Respective to new ideas

**STRENGTH:**

- Readiness in accepting all challenges.
- Ability to quick absorb and retain new information and procedures.
- Being proactive motivated and goal oriented problem.
- Young honest and hard working.

**INTEREST AND ACTIVITIES:**

- Swimming
- Cricket
- Gardening

## **JOB PROFILE:**

As a Housekeeping Executive in Chariot Beach Resort,

- Maintain and upkeep of the property.
- Responsible for preparing cleaning schedule for various areas and to ensure that the scheduled are followed.
- Responsible for linen and uniform room and laundry.
- Responsible for housekeeping Stores and lost & found.
- Responsible for inventories and consumptions reports.
- Responsible of daily and monthly reports.
- Preventive maintenance schedule.
- Co-Ordinate with front office in guest related issues like VIP arrivals room blocking minibar and guest amenities.
- Full filing all guest needs by anticipation.
- Conducting regular training programme for the housekeeping staffs.
- Deployment, supervision, control and training of staffs.
- Co-operating with the other department.
- Ordering and control of stores, equipment etc, in the dept.
- Being willing to advice on the interior design of the rooms, cleaning and associated, and pest control .

## **SALARY EXPECTATIONS :**

**Current Salary : 23000 Gross Salary**

**Expectation : 30000 Gross Salary**

## **PERSONAL PROFILE :**

Date of Birth : 06.03.1981  
Father's Name : Packirisamy.G  
Gender : Male  
Nationality : Indian  
Religion : Hindu  
Marital Status. : Married

Permanent Address : No,2-299, Nadar Street , Keelvelur (tk),  
Keelaiyur post ,Nagapattinam Dist .611103.

**LAUGUAGES KNOWN: Tamil, English, and Hindi**

**Reference:**

**Mr.PRABHU**

**EXECUTIVE HOUSEKEEPER**

**CHARIOT BEACH RESORT.**

**MAHABALIPURAM**

**MOBILE: +91-9444992711.**

**Mr.Subbaiya Babu**

**Operation Manager**

**Chariot Beach Resort**

**Mahabalipuram**

**Mobile : 9444992702 .**

**DECLARATION:**

**I hereby declare that the above given information are complete true and correct to the best of my knowledge and belief.**

**Place: Chennai**

**Date:**

Signature

(MANIKANDAN.P)

