***CURRICULUM VITAE***

**MUNENDRA KUMAR**

***Address:-***

Ashok Nagar Colony,

Distt. Kasganj U.P.

Pin Code – 207123

Mob: 9968825512.

Email id: munendrakumar009@gmail.com

***Career Objective:-***

Looking for better career advancement in hospitality industry that can enhance my working knowledge and my personality in professional environment.

**Academic Qualification:-**

* High school from U.P. Board in 1998.
* Intermediate from U.P. Board in 2000.
* Graduate in B.Sc. from Dr. B.R.A. University agra in 2003.

***Technical Qualification:-***

* Basic computer knowledge like word, excel, internet.
* IDS, PMS software handling knowledge.

**Professional Qualification:-**

* Three years Diploma in Hotel Management from IHM Meerut affiliated from Board of Technical Education Lucknow & Govt. of U.P.

***Area of Interest:-***

* Housekeeping.

***Training Exposure:-***

* Six months Industrial training from Devigarh Palace Udaipur, Rajasthan. Wef 15th May 2006 to 14th October 2006.

***Working Experience:-***

* Presently working with **St. Stephen’s Hospital**, Tis Hazari, Delhi as a Hospitality Service Supervisor wef 9th December 2015 to till date.
* Career started with **The Bristol Hotel,** Gurgaon as a Housekeeping Desk Assistant wef 27th May 2008 to 15th January 2009.
* Worked with **Trident Hotel**, Gurgaon as a Housekeeping Assistant wef 16th March 2009 to 04th August 2009.
* Worked with O**ld World Hospitality Pvt. Ltd. at** India Habitat Centre, New Delhi as a Housekeeping Supervisor wef 16th November 2009 to 15th December 2014.

***Job Description:-***

* Responsible for housekeeping, maintenances and aesthetic upkeep of the hospital with a trained motivated team that observes administrative guidelines procedure and standard of the establishment within approved cost and deliver highest experience in hygiene and sanitation to patient and staff.
* Proper deployment of staff in all shifts.
* Brief all the staff on standards before start of the shifts.
* Keep contractual supervisors motivated and ensure that areas are maintained on regular basis.
* Meet the patients and attendants to take valuable feedback.
* Check all the cleaning and polishing schedules are followed and documented.
* Various checklists and daily records are followed.
* Checking daily jobs of pest controller, fade cleaner, Gardner and floweriest.
* Develop models to ensure that the corrective actions are taken and process improved.
* Maintaining a daily records of housekeeping items consumed or used.
* Informing maintenances to engineering department and ensuring that all urgent jobs are done.
* Mailing monthly housekeeping materials requirements to store.
* To ensure that bio-medical waste is weighed and taken away by the vendor on time.
* To ensure that bio-medical waste removed from all ICU’s, OT, CATHLAB, LABS and WARDS is labeled before it is sent to Centre Collection Area.
* Clearing discharge rooms in hospital information system and blocking under repair rooms for maintenances.
* Training the outsourced staff on cleaning topics, infection control and soft skills that is skill based training sessions to be taken for the staff under their span of control.
* Dealing with all linen related issues and escalated to linen room incharge to close them.
* Be proactive and contribute in every way towards improving the departmental process on a continuous basis.

***Personal Details:-***

Date of Birth : 20th December 1981

Father’s Name : Mr. Suraj Pal Singh

Marital Status : Married

Nationality : Indian

Language Known : English & Hindi

Hobbies : Listening to music & watching games.

Contact No. : 9968825512.

Permanent Address : House No. 166 Colony Ashok Nagar,

 Distt. Kasganj, Pin code - 207123

Present Address : House No. 330, 2nd Floor, Gali No. 8,

 Prashant Garden, Khora Colony,

 Distt. Ghaziabad

 Uttar Pradesh (Pin code 201309)

**DATE:**

**PLACE:**

**(MUNENDRA KUMAR)**