**Senthil Kumar**

**Accommodations Supervisor**

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| **Nationality:****Date of Birth:** | Indian 30th May 1971 |
| **Marital Status:** | Married (Travels Single) |
| **Language Skills:** | Arbic,English ,Hindi,Malayam,Tamil&Tlugu  |
| **Current location:****Phone:****Email:** | Abu Dhabi, United Arab Emirates +971 50 271 7614 (m)senthild46@gmail.com  |
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**CAREER PROGRESSION**

**Apr. 2010 to Présent Le Royal Méridien Abu Dhabi, UAE**

**Employee Accommodations Supervisor**

[www.starwoodhotels.com/lemeridien](http://www.starwoodhotels.com/lemeridien)

*5\* hotel with 277 rooms, 9 F&B outlets, 10 meeting rooms & banquet facilities up to 500 guests*

* Reporting to the Human Resources Manager
* Maintain records of all residents/ inventories of furniture, equipments, fixture in the staff accommodations
* In charge of security, health & safety, maintenance, housekeeping & repairs
* Direct & supervise the staff accommodation cleaners
* Inspecting the building areas, maintain hygiene & manage energy efficiency
* Managing & controlling budgets.
* Organize fire drill & reports infringement to the HR Manager

Reason to move on: Personal reasons

**May 2008 to Jan 2010 Arjaan by Rotana Media City, Dubai, UAE**

**Employee Accommodations Supervisor – Pre-opening**

[www.rotana.com/property-29.htm](http://www.rotana.com/property-29.htm)

*4\* hotel with 167 suites & apartments, 3 F&B outlets & banquet facilities up to 200 guests*

* Reporting to the Human Resources Manager
* Building contracts, furnishings, staff allocations, welcome kits, etc.
* Maintain records of all residents, inventories of furniture, equipments & fixture
* Ensure strict security of the staff accommodation
* Direct & supervise the staff accommodation cleaners & maintenance team
* Advising on Health & Safety of a building environment for the occupants & users
* Managing & controlling budgets

Reason to move on: Moved with the HR Manager to another company

**Jun 2006 to Apr 2008 Don Bosco Orphanage Organisation, Andhra Pradesh, India**

**Project In-Charge**

* Supervising staff accommodation requirements & canteen operations in the orphanage
* Make arrangements on day to day services including cleaning, maintenance, inventories of furniture & equipments

**2001 to 2006 Hotel Ilapuram, Vijayawada, Andhra Pradesh, India**

**Captain**

**1991 to 2001 Al Jaber Establishment (ADALCO), Abu Dhabi, UAE**

**Sales Assistant**

**EDUCATION**

**1987** Higher Secondary School Diploma

Passed SSLC from Board of Secondary Education, Tamil Nadu, India

**SKILLS**

IT: MSOffice (word, Excel, PowerPoint, Outlook), Internet

Others: Pre-opening (Arjaan by Rotana) Valid UAE driving Licence

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**PROFILE**

I am very out spoken, confident and straight forward person. I like challenges and make sure I use my past experiences to better serve my present position as an HR team member. I will treat the staff with care, paying attention to their happiness and comfort. I consider them like guests. I will make sure I am always reachable, for me time is not an issue and can work long hours as long as the service is needed.

I have good experience in the HR processes including applying and cancellation of staff visas, assisting in medical and immigration procedures, maintaining HR personnel files and arranging activities for the staff. I am service minded and like to be on the floor rather than the office.

I moved to Abu Dhabi with my former HR Manager who highly endorsed me. Unfortunately, this manager left the company and I feel uncertain for my role. I aware that I was only there for a short period, but I am willing to explain further if given a chance.

**SALARY DETAILS:**

Current basic monthly salary is 3,000AED plus a single room in a shared accommodation, service charge (monthly average) and other benefits including annual ticket (single package).