Kumar paramasivam

Dubaï, U.A.E.

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**Position Applied for :- Housekeeping supervisor**

**OBJECTIVE**

To have a challenging position that will utilize my experience and unique abilities. A high-impact leader ship position requiring creative and innovative approaches to problem solving, strategy development and fulfillment of my personal goals.

**Abilities**

* Over 3years of experience work as a Housekeeping Attendant.
* Good communication skills in oral and Spoken English.
* Thinks creatively to identify solutions.
* Maintaining the hygiene standard and customer satisfaction.

**Strength**

* Can work under pressure with self initiative
* Positive attitude
* Good interpersonal skills and a short learning curve
* Ability to get in a team and capable of handling a task with minimum Supervision

**Skills**

* Handling Nortel networks Telephone, Good Knowledge of Housekeeping
* Opera version 4.0
* Good Knowledge of Marble,Crishtalation&Polishing&Buffing
* Good Knowledge of All kind of machine

**Responsibilities**

Responsibility for maintaining quality customer service and the hotel standards in terms of operation and hygiene in the guest rooms

* Reports directly to the Housekeeping Manages for assignments and instructions and Co-ordinates activities with other department heads
* Preparing Room report by the room attendants. And giving the information or briefing to the staff.
* Supervisor periodic cleaning tasks and ensures proper records are kept
* Maintain cleanliness of the guest rooms including public areas.
* Issues equipment of individual area based on the established procedure.
* Ensure that all work carried out are based in established standard operating procedure.
* Train subordinates continuously in order to achieve departmental objectives.
* Maximize employee productivity through constant coaching.
* Motivates colleagues and provides a work environment which brings out the best in the Team members.
* Ensures lost found procedures are followed,

**CAREER SUMMARY**

* Worked as a pre opening **Housekeeping Supervisor in Holiday inn Dubai-Al Barsha (Pre opening team) since** 10th April 2008 to till now
* **Now I am working As a Evening shift in charge**
* Worked as a pre opening **Housekeeping** **Supervisor** Seven sands Hotel Apartment through IGMC Company Dubai. U.A.E. Since 2nd November 2007 to 30th January 2008
* Worked as a Housekeeping Attendant Grand Hyatt Dubai. U.A.E. Since 13th April 2005 to 20th August 2008.thourgh transguard llc.

**Additional Training Experience**

Successfully complete Dubai **civil defense** Fire & Safety Training

**EDUCATIONAL QUALIFICATION**

Successfully completed S.S.L.C

**LANGUAGES KNOWN**

English, Hindi, Malayalam & Tamil

**Mechanical Qualification**

I T I motor mechanic

**PERSONAL INFORMATION**

Date of Birth : 10th may 1981

Gender : Male.

Father’s Name : Mr.G.paramasivam.

Nationality : Indian.

Marital Status : Single.

Contact Number : 0091 9865085004

**PASSPORT DETAILS**

Number E 4978595

Place of Issue Tiruchirappalli.

Date 27.02.2003

Date of Expiry 26.02.2013

I hereby declare that the above information given is true and correct to the best of my knowledge and belief

 **Yours faithfully**

**Reference** Kumarparamasivam

**Upon the Request**

Dear Sir/Madam,

 Being given to understand that there are some vacancies for the suitable post in your esteemed organization and I desire to offer myself as a candidate for the same. I have been seeking just an opportunity as this, and I think my background and your requirement may be a good match. My Resume is enclosed for your review.

I feel that I am well suited for the job as I have 28 month experience in housekeeping department as an Attendant, 18 month of supervisor. Shift in change and my determined nature combined will prove to be an asset your prestigious company.

I would appreciate the opportunity to discuss how my experiences will be helpful to your firm.

Trusting that you would grant me an interview.

Thank you for your time and consideration.

Yours Sincerely,

Kumarparamasivam