

CURRICULUM – VITAE

DIVESH KUMAR

PERMANENT ADDRESS:-

Vill Badahal

Po:- Navgaon Teh Arki Distt. Solan Himachal Pradesh- 171102

Mob No:- 85807-43118

Email ID: diveshk093@gmail.com

PROFESSIONAL SUMMARY

Detail-orientated Housekeeping Associate with 2 years plus of Experience ensuring immaculate preparation and servicing of Guestrooms. Highly organized with Exceptional attention to detail with a commitment to quality and efficiency.

ACADEMIC QUALIFICATION

Examination	Board/University	Year of Passing	Percentage
10th	H.P Board, Dharmshala	2015	75%

PROFESSIONAL QUALIFICATION

- One year Diploma in **Hotel Management** from **Government Industrial Training Institute Solan**.

EXPERIENCE

Currently working with Andaz shimla from March 2021.

HK associate.

- Established and maintained clean and comfortable environment by performing cleaning duties including vacuuming, clean windows, dusting and bathrooms
- Reported any damage, maintenance problems and safety issues and potential hazards to management, ensuring adherence to safety code procedures
- Complete tasks per customer request, serving every customer as a VIP
- Completed the responsibility of housekeeping control desk.

One year work experience at Hotel Asia The Down.

- HOUSEKEEPING ASSOCIATE
- Assisted customers by providing detailed information, resolving complaints and putting smiles on their face
- Maintained and updated list of rooms that required Housekeeping attention before arrival of next occupants.

- Ensured and maintained cleanliness, service and product quality standards of guestrooms
- Received knowledge of SOP in each training class
- Delivered training on towel origami's to each team members
- Responsibility of store handling and ordering
- Ensured proper knowledge of handling mini bar, lost and found, Missing and breakages of items
- Assigned for personnel butler service
- Taking care of stores for supplies.

Six month work experience at The Goan Vilage as HK associate.

- Underwent training under all major four departments
- Responsible for escorting guest to their room
- Coordinating with bell desk for guest luggage
- Responsible for attending calls on house keeping desk
- Responsible of proving guest request as per standard.

COMPUTER SKILLS

Basic Computer Knowledge

STRENGTH

- Good communication skills
- Leadership quality
- Comfortable with team work

HOBBIES

- Making New Friends
- Travelling and visiting in new places
- Always try to learn deep knowledge about new things

PERSONAL DETAILS

☐Father's Name	Sh. Rattan Lal
☐D.O.B	17/12/1999
☐Marital Status	Unmarried
☐Gender	Male
☐Nationality	Indian
Language Known :	English, Hindi

I hereby declare that all the above mentioned particulars are true to the best of my knowledge and belief and nothing is misrepresented.

Date:

Place:

(DIVESH KUMAR)

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