**SUDIP GHORAI**



**Address:** Manama, Bahrain

**Email Id:**sudip.ghorai@yahoo.com

**Skype Id:** sudipgh2

**Mobile No: (**+973)36920974

**WhatsApp: (**+973)35137899

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|  **CAREER SUMMARY** |

Certified from American Hospitality Institute and Serving the Industry more than 10 years in India, Dubai, Abu Dhabi and Bahrain in Operational, Re-branding, Renovation and pre-opening properties with Sheraton, Sarovar, Al Safir and Ramee group of Hotels. Skilled in IDS, OPERA and VESTA.

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| **ACADEMIC QUALIFICATIONS** |

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| **COURSE** | **INSTITUTION** | **BOARD** | **YEAR OF PASSING** |
| Bachelor in Hotel Management & Catering Technology | Guru Nanak Institute of Hotel Management, Kolkata | West Bengal University of Technology & All India Council for Technical Education | 2015 |
| International Diploma in Tourism & Hospitality | National Academy, Dubai | Highfield, Dubai | 2016 |
| Certified Professional in Hotel & Hospitality Management | American Institute of Professional Studies, Dubai | Knowledge Human Development Authority (KHDA), Dubai | 2016 |

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| **WORK EXPERIENCES** |

1. POSITION: **Housekeeping Manager**

 COMPANY’S NAME: **Al Safir Hotel & Tower, Bahrain (126 Rooms & 68 Apartments)**

PERIOD/CITY/COUNTRY:April, 2021 to Till Date/ **Juffair** / Bahrain

2. POSITION:  **Housekeeping Manager** **(Pre-Opening)**

 COMPANY’S NAME: **Ramee Group of Hotels, Bahrain (82 Rooms & 40 Apartments)**

 PERIOD/CITY/COUNTRY: October, 2019 to March, 2021 / **Juffair** / Bahrain

3. POSITION: **Assistant Housekeeping Manager (HOD)**

 COMPANY’S NAME: **Ramee Group of Hotels, Mumbai (90 Rooms)**

PERIOD/CITY/COUNTRY: March, 2019 to Inter-property Transfer / **Mumbai** / India

4. POSITION: **Housekeeping Executive**

COMPANY’S NAME:  **Sarovar Premiere (68 Rooms)**

PERIOD/CITY/COUNTRY: March, 2018 to March, 2019 / **Dehradun** / India

5. POSITION: **Housekeeping Shift Leader**

COMPANY’S NAME: **Sheraton Abu Dhabi Hotel & Resort (272 Rooms)**

PERIOD/CITY/COUNTRY: February, 2017 to February, 2018 / **Abu Dhabi** / UAE

 6. POSITION: **Housekeeping Associate**

COMPANY’S NAME: **Golden Sands Hotels & Apartments (616 Rooms & Apartments)**

PERIOD/CITY/COUNTRY: July, 2015 to January, 2017 / **Dubai** / UAE

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| **RESPONSIBILITIES** |

* Responsible for cleanliness, hygiene, sanitation, orderliness and appearance of entire hotel& maintain company SOP in all work.
* Maintain records of all expenses and control all costs for department and recommend ways to increase efficiency& productivity.
* Analyze all competition business and plan all schedule for super cleaning and fumigation activities.
* Manage and analyze all incoming supplies and ensure compliance to all specifications and prepare all reports to be presented to management.
* Manage the emergency team and ensure that all the staff has all the essential knowledge of emergency procedure.
* Prepare monthly Departmental Management information Report (MIS) and weekly activity report (WAR).
* Prepare Annual Housekeeping Budget (OPEX) and Capital expenditures (CAPEX).
* Suggestions for engagement with long stayers, Group, single lady arrivals and VIP rooms.
* Organize on-the job & off-the job trainings and evaluate its effectiveness.
* Prepare Bill of Quantity (BOQ) & Sang list for Pre-Opening Property.
* Carry out interviews in coordination with the Human Resource Department.

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| **ACHIEVEMENTS** |

* Successfully Managed a 122 keys pre-opening Project including 60 suites, 2 F&B outlets, Outdoor Swimming Pool & Jacuzzi, Gym and a Spa.
* Successfully completed 75 rooms Renovation at “Ramee Palace Hotel, Bahrain”.
* Successfully Completed Re-Branding as 5\* at “Seyfert Sarovar Premiere, Dehradun, India”.
* Successfully completed classification as 4\* at “Ramee Guest line Hotel, Mumbai, India”.
* Successfully completed 150 rooms Renovation at “Golden sands Hotel & Apartments, Dubai”.

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| **TRAININGS** |

* One-week F&B Training at “Holiday Inn, Goa” in September 2013.
* Industrial exposure Training from “The HHI, Kolkata” from November, 2013 to March, 2014.
* Laundry Operation Training at “Pride Hotel, Kolkata”.
* Fire and Safety Training & Drill at “Seyfert Sarovar Premiere, Dehradun”.
* Personal Protective equipment (PPE) Training at “Sheraton Abu Dhabi Hotel & Resort’’.
* Basic First Aid training at ‘‘Ramee Guest line Hotel’’, Mumbai.

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| **CERTIFICATIONS** |

* Got certificate from “Medvarsity and Nat-Health’’ for **Covid-19 Awareness and Management.**
* Got certificate from **’American Hotel & Lodging Educational Institute (AHLEI)**’ for Hospitality Manager: Leadership.
* Got certificate from ‘**World Health Organization (WHO)**’ for Infection Prevention and Control.
* Got certificate of appreciation for outstanding performance from “Marriot International”.
* Certified for safe handling & application of Detergent and Disinfectant from **’Diversey Hygiene Academy’’.**

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| **SOFTWARE SKILLS** |

* “Opera PMS”,” IDS”, “VESTA”, “VING Card”, “MS-Office (Word, Excel, PowerPoint)”, “Internet”&

 “E- Mail”.

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| **PERSONAL DETAILS** |

**Date of Birth:** 13th July, 1993

**Sex:** Male

**Nationality:** Indian

**Country and city of residence:** Manama /Bahrain

**Passport no / expiry date:** M5381262 / 08.01.2025

**Age/ Height (cm) /weight (kg):**28 years / 170cm / 68 kg

**I hereby declare that all the information furnished above is true to the best of my knowledge.**

Date: 02.04.2021 

 Sudip Ghorai