

To,
The Recruit Manager,

Sub: - Application for the post of Housekeeping Supervisor.

Respected Sir/ Madam,

I, Tarasankar Basu, look forward to be a part of your organization as Housekeeping personnel. I will put my level best to achieve the zenith of my life and for the welfare of your organization.

My enclosed resume clearly demonstrates my interest in sustainability and the way in which my skill and experiences are compatible with this role.

I look forward to the opportunity of discussing my application with you further and how I could significantly contribute to the ongoing success of your company.




Sincerely Yours,

Tarasankar Basu.

M: [+97333420228](tel:+97333420228) / [+91 9476496758](tel:+919476496758)

CURRICULUM VITAE

TARASANKAR BASU

 **Mob** : +97333420228 / +91 9476496758
 **Skype** : +91 9476496758
 **Email** : tarasankarbasu12@gmail.com



OBJECTIVES

To foresee myself as a successful person in service industry. I will put my level best to achieve the zenith of my life and for the welfare of the organization.

POSITION APPLYING FOR

 Housekeeping Supervisor.

WORK EXPERIENCE

1) Housekeeping Supervisor: -

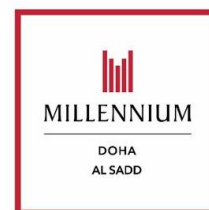
- Company : **IBIS Hotel, Manama, Bahrain.**
- Hotel : **IBIS Hotel.**
- Duration : 2nd Nov 2018 – Present
- Web : ibis.accorhotels.com/Bahrain
- Job Profile : Housekeeping Supervisor.



- ▶ Prepare and delegate daily tasks Housekeeping Attendants and provide team with necessary resources.
- ▶ Handle Guest requests and complaints with care and follow up effectively to enhance Guest satisfaction.
- ▶ Inspect Guest rooms to ensure cleanliness and compliance to the Quality Standards of the Hotel.
- ▶ Monitor room status i.e. VIP/DND. And effectively communicate room status and release rooms to the Front office Department to maintain an efficient operation.
- ▶ Report damage items in the room and broken equipment to the Engineering Department as well as any lost and found items by following the set procedure.
- ▶ Order Housekeeping Supplies on time and ensure inventory procedures are followed to maintain sufficient stock levels for the operational demands.
- ▶ Train Housekeeping Attendants on Standards of Performance (SOPs) to maintain the desired level of Performance. And report any performance issues to the Executive Housekeeper. To follow all safety and sanitation policies. Other duties as assigned.

2) Housekeeping Supervisor: -

- Company : Millennium Hotel, Doha, Qatar.
- Hotel : **Millennium Hotel.**
- Duration : 7th May 2017 - 18th October 2018
- Web : <https://www.millenniumhotels.com/en/doha/millennium-hotel-doha>
- Job Profile : Housekeeping Supervisor.



- ▶ Prepare and delegate daily tasks to Housekeeping Attendants and provide team with necessary resources.
- ▶ Handle Guest requests and complaints with care and follow up effectively to enhance Guest satisfaction.
- ▶ Inspect Guest rooms to ensure cleanliness and compliance to the Quality Standards of the Hotel.
- ▶ Monitor room status i.e. VIP/DND. And effectively communicate room status and release rooms to the Front office Department to maintain an efficient operation.
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3) Room Attendant:-

- Company : The Ashok
- Hotel : **The Ashok, New Delhi, India**
- Duration : 15th March 2016 – 20th April 2017
- Web : <http://www.theashok.com>
- Job Profile : Housekeeping Room Attendant.



- ▶ Maintains a section room report as well as a daily productivity report.
- ▶ Ensures guest services specified by superiors and guest requests are promptly and courteously met.
- ▶ Reports damages or malfunctions in hotel rooms/public areas to supervisors. Maintains all equipment in a proper state of cleanliness and repair.
- ▶ Reports unusual behavior or activities in guest rooms and on guest floors or pests found in guest rooms to supervisors.
- ▶ Records accurate status of rooms in the allocated section.
- ▶ Respects guest's confidentiality and privacy by following the Do Not Disturb procedure.
- ▶ Handles guest belongings with great care and immediately reports any accidentally broken or damaged items.

CURRICULUM VITAE

4) Industrial Trainee:-

- Company : The Lalit
- Hotel : **The Lalit, Mumbai, India**
- Duration : 1st December 2014 - 31st March 2015
- Web : the-lalit-hotel-mumbai.etrip.net
- Job Profile : Industrial Trainee



- ▶ Complete a successful training period and gain exposure in a professional work environment.
- ▶ Contribute towards continuous improvement in customer service standards.
- ▶ Attend the program relevant to the position and as required.
- ▶ Complete Project Assignments and meet regularly on a monthly basis with the Learning & Development Department.

PROFESSIONAL QUALIFICATION

1) B.sc Degree in Hotel Management: -

- University : Annamalai University India
- Year of Passing : 2016

2) B.sc Degree in Mathematics (Hons): -

- Board : Burdwan University
- Year of Passing : 2012

3) Higher Secondary Education: -

- Board : West Bengal Council of Higher Secondary Education
- Year of Passing : 2009

4) Secondary Education: -

- Board : West Bengal Board of Secondary Education
- Year of Passing : 2006

CURRICULUM VITAE

PROFESSIONAL SKILLS

- ✦ Ability to organize, co-ordinate with another colleague.
- ✦ To Implement and control work related activities.
- ✦ Adaptability – Capable of Public Relations and management skills.
- ✦ Energetic, dedicated, self-motivated and a thorough approach to work.
- ✦ Having pleasing personality and very good interpersonal skills.
- ✦ Having rapt attention to the work whenever and whatever job I am been assigned for.

ACHIEVEMENTS

- Achieve best Employee of the Month May2019 in IBIS Hotel, Bahrain.
- Received Best Dedicated Employee Letter in The Ashok.
- Got Appreciation Letter from Executive Housekeeper for Perfect Attendance from The Ashok.
- Achieve best trainee award from The Lalit, during industrial training.

COMPUTER PROFICIENCY

- ✦ OPERA – Property Management System (PMS)
- ✦ MICROS – Point of Sale (POS)
- ✦ Word
- ✦ PowerPoint
- ✦ Excel - Basic

PERSONAL INFORMATION

- **Address** : Indas, Bankura West Bengal, Pin- 722205, India.
- **Gender** : Male
- **Status** : Single
- **Date of Birth** : 04th Jan, 1991
- **Nationality** : Indian
- **Passport No.** : N1738146

REFERENCE

- ✦ Reference will be furnished upon request.

DECLARATION

I hereby declare that the above details are true to the best of my knowledge and belief

TARASANKAR BASU.