###  [*Curriculum vitae*](https://en.wikipedia.org/wiki/Curriculum_vitae)

Tarun Kushwaha

Mobile: +91-876-280-8227, 866-076-0918

Email: r.tarunkushwaha@outlook.com

To pursue a result oriented career in Hospitality Industry in a dynamic environment aiming at constant growth and up- gradation both professionally as well as personally in my career path with emphasis on hard work.

PERSONAL DETAILS:

Father’s Name : S.L. Kushwaha

Date of Birth : Aug-01, 1988

Permanent Address : 2A/397 Azad Nagar Kanpur, UP

Marital status : Unmarried

Languages known : English & Hindi

Hobbies : Watching Movies and Playing Pc Games

Bilingual : English and Hindi

EDUCATION

Bachelor of Hotel Management & Catering Technology from IHM, Meerut in 2012

S Sc. from U.P Board

H Sc. from U.P. board

PROFESSIONAL QUALIFICATION

Bachelor of Hotel Management & Catering Technology from IHM, Meerut 2012

Expertise in Advance Excel, Pivot Tables, logical formulas

Proficiency in Hospitality based software’s, IDS(PMS), Opera(PMS), Micros

Proficiency in micros material control

Expertise in Housekeeping linen inventory, Mini bar inventory, fixed and current assets Inventory

Good interpersonal, presentation and team management skills

Organizing and setting up on-going deep clean schedules

Assisting with the preparation of Housekeeping budgets

Knowledge of all security, fire and health regulations

TRAINING EXPERIENCE

6 Months Industrial training with hotel The Land Mark, Kanpur

PROFESSIONAL EXPERIENCE

Job Training with The Imperial Palace, Rajkot (Aug 2012 to Jan 2013)

Worked as Guest Service Associate with AZZURE by Spree Hotels, Goa (Feb 2013 to Nov 2013)

Worked as Guest Service Associate with Radisson Hotel Kandla, Gujrat (Nov 2013 to Nov 2014)

Worked as Guest Service Associate with The Westin, Pune (Nov 2014 to Jun 2016)

Worked as Guest Service Associate with The Leela Ambience Delhi Convention Hotel, Delhi (Apr 2016 to Aug 2016)

Worked as Housekeeping supervisor with PVR Ltd. (Sep 2016 to Dec 2017)

Worked as Housekeeping Executive with PVR Ltd. (Dec 2017 to May 2019)

RECENT JOB

Housekeeping Executive in INOX Leisure Ltd (June 2019 to till date)

KEY QUALIFICATIONS

Highly skilled in utilizing all kinds of cleaning and sanitation equipment

In-depth knowledge of processes and procedures used in cleaning and maintenance

Thorough understanding of different chemicals used in cleaning and associated safety precautions

KEY SKILLS

Avid knowledge of housekeeping procedures

Well versed with the standards of hygiene and sanitation

Demonstrated ability to perform duties in a busy environment

Strong interpersonal and communication skills

Good time management skills

Courteous with clients, residents and staff

Sound ability to perform physically demanding chore

Vendor management, Staff management and sift management

Pest control scheduling and execution is handled as per contract

Maintain Staff grooming and briefing

Cafeteria and pantry management

Supervising and Tracking of all Facility Operating Expense

Maintaining MIS report every month

Checking all vendor’s bills and liaising with accounts department for payment of bill

Attendance of housekeeping vendor for manpower provided and their overtime record is maintained every month

Requisition of Store, distribution, cost control, mustering ever month

Making presentations and all housekeeping related reports

ACHIEVMENT & AWARDS

Awarded for the best employee of the month at AZZURE by Spree hotels, Goa

Got promotion from housekeeping supervisor to Housekeeping Executive in PVR Ltd.

 Tarun Kushwaha