



## VIKRANT

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### OBJECTIVE

Obtain a challenging leadership position applying creative problem solving and learn management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

### LANGUAGE

- English -- Fluent
- Hindi -- Native

### SKILLS

- Approachable, understanding, organizational skills to arrange things in an orderly unique way
- Communication & leadership, interpersonal, strong team collaboration skills, work closely with team members
- Attention to details, detail oriented, time management skills
- Active listening, ability to follow instructions, learn n adapt, ability to work independently
- Flexible, reliability, creativity and self confidence, an approachable manner and politeness
- Motivation and enthusiasm, tactful, diplomatic, calm behavior, punctuality, initiative

### COVER LETTER

Dear Sir / Madam

I am excited to apply in your organization I have many years of experience in housekeeping department of 5 Star hotels in India . I am confident that my skills and experience make me strong candidate for this position. In my current role I have full on experience and can fullfil my responsibilities very well. I am highly organized, detail oriented and thrive in fast- paced environment.

I am excited about the opportunity to bring my skills and experience to the fruitful of the organization and contribute to the success of the team.

Thank you for considering my application.

Sincerely  
Vikrant

### EDUCATION

- 2014- 2017 IHM Gwalior Madhya Pradesh India**  
BSc in Hospitality and Hotel Administration  
NCHMCT
- 2013 St. Mary's Senior Secondary School Banda Uttar Pradesh India**  
10+2 CBSE Board
- 2010 St. Mary's Senior Secondary School Banda Uttar Pradesh India**  
10 CBSE Board

### EXPERIENCE

- May 2023 - currently working Green Park Hotels and Resorts Bangalore Karnataka India**  
Housekeeping Executive ( pre-opening property experience)  
Establish or implement cleaning procedures & standards.  
Plan coordinate activities of Hk supervisor and their crew.  
Inspect assigned areas to ensure standards are met.  
Issue floor keys to room attendants ,supervise cleaning on allotted floors, areas including guest rooms, corridors, staircases.  
Supervise handling of soiled linen to laundry & requisitioning of fresh ones.  
Maintain par stock for the respective floors.  
Collaborating with other departments to ensure seamless guest experiences and maintaining accurate records as required by management.

- customer service orientation, problem solving orientation
- computer competences skills

## INTERESTS

- Travel, reading, sports, listening music, hobby of creating models

## ADDITIONAL INFORMATION

Father's Name: Rakesh Kumar  
 Mother's Name: Kavita  
 Gender: Male  
 Martial Status: Single  
 Nationality: Indian  
 Passport: Ready  
 Visa Status: None  
 Vaccination Status: Fully Vaccinated  
 Name of Vaccine: Covishield

### **January 2022 Radisson Blu Hotel Indore Madhya - March 2023 Pradesh India**

Housekeeping Supervisor  
 Training, supervising housekeeping staff, developing, implementing cleaning schedules n procedures, monitoring inventory levels of cleaning supplies and equipments.  
 Oversee staff on daily basis check rooms & common areas including stairways, lounge areas for cleanliness.  
 Schedule shifts, arrange for replacements in case of absence.  
 Responding to guest requests n complaints in a timely professional manner.  
 Ensuring complaints with health, safety & sanitation policies.  
 Monitor & replenish cleaning products.  
 Ensure daily housekeeping operations run smoothly so that guests are satisfied

### **December 2020 - December 2021 Effotel Hotel Indore Madhya Pradesh India**

Senior Guest Service Associate Housekeeping Department  
 Responsible for efficient, orderly management of cleaning, servicing ,repairing of guest rooms.  
 Checking movement, distribution of hotel linens to room attendants

### **August 2019 Jindal Poly Films Ltd Nashik - November 2020 Maharashtra India**

Guest House Incharge  
 Responsible for keeping track of lodging, inventory & cleanliness additional professional duties include maintaining records of incoming and outg guests double checking guest house maintenance work and attending to guest needs.

### **January 2019 Novotel Hotel Lucknow Uttar Pradesh - July 2019 India**

Housekeeping Associate level 2  
 Cleaning rooms, changing guest room & bathroom linens, making beds, replenish guest supplies, answer guest requests promptly on the floor , handover lost n found articles, arrange ,stock pantry with linen & supplies.

### **July 2018 - December 2018 ITC Fortune Park Vallabha Hyderabad Telengana India**

Housekeeping Assistant  
 Using cleaning equipments, keeping bathroom stocked with clean linens, toiletries and other supplies, sorting loading unloading laundry, making beds, changing linens.

**July 2017 -  
June 2018**

**Jaypee Palace Hotel and Convention  
Center Agra UP India**

Guest Service Associate Housekeeping  
Department

Dusting, polishing furniture & fixtures, cleaning,  
sanitizing toilets showers & bathtubs, washing  
windows. Cleaning carpets, rugs, sweeping  
vacuuming, polishing, mopping floors, using  
cleaning equipments.

**ACHIEVEMENTS & AWARDS**

Decoration certificate at IHM Gwalior MP India  
Industrial Training certificate at Le Meridien Mahabaleshwar  
Resort and Spa Mahabaleshwar Maharashtra India  
Excellence certificate for excellent guest service during Vijay  
Hazare Trophy at Effotel Hotel Indore MP India  
Guest Reviews at Trip Advisor for guest service

**PROJECTS**

**Industrial Training from December 2015 - April 2016**

Successfully completed my industrial training from Le Meridien  
Mahabaleshwar Resort and Spa Mahabaleshwar Maharashtra  
India while working in all the core departments of Hotel

**STRENGTH**

Determination, natural curiosity, enthusiasm, logical thinking &  
reasoning

Attention to details & dedication, keen observation

Creativity & innovation, right attitude, calm behavior, giving clear  
instructions

Trust worthy, honest, patience and good memory

Managing time & schedules, equipments supplies

providing customer service & lending a hand

**REFERENCE**

**Available on request**

**DECLARATION**

I hereby declare that all the above mentioned information given  
by me is true and correct to the best of my knowledge and  
belief.

Place : Bengaluru

Date: 1 August 2023

Signature: Vikrant  
vikrant