#### PRAVIN KUMAR SINGH

**ADDRESS;**

**Building No-2 Gali no -2**

**Near Mata chowk Mandir**

**Rangpuri**

**Mahipalpur newdelhi-110037**

**EMAIL—pravinsingh35@gmail.com**

**MOB-09654688230**

#### CARREAR OBJECTIVE

To learn and function effectively in an organization and be able to deliver to the bottom line .To constantly upgrade my knowledge and skills and make a difference in whatever I do.

**Educational qualification**:

Passed 10+2 from u p board, Allahabad

Passed B.sc from purvanchal university.(U.P)

**Professional qualification**:

Complete 3 year diploma in hotel management from society of advanced management catering technology &applied nutrition,Varanasi (up) in the year 2002.

**Specialization:**

**Housekeeping**

**.PARTICIPATE IN BRITISH SAFETY COUNCIL (BSC) AUDIT AND ACHIEVED 5\* CERTIFICATE TO THE PREMISES**

**.CERTIFIED TRAINER FROM DUPOINT AND GOT CERTIFICATE FROM DUPONT (SAFETY ORGANISATION)**

**Key Skill:**

**Housekeeping, administration, people management, cafeteria management, time management, vendor management, cost control, give high slandered of productivity According to sop.**

**Professional Experience**

* Presently working with JONES LANG LASALLEPVT LTD as a Sr.housekeeping officer from1stApril2013 to till date in DLF CYBERCITYDEVELOPER LTD ..
* Worked with DL F CEBER CITY DEVELOPER LTD IN GURGAON FROM 14thSEPT2009 TO31st march2013 as jr housekeeping officer at Gurgaon. Total area of DLF building is 2300000 sq. feet
* Worked with hotel RadissonVaranasi as a housekeeping supervisor from13thfeb07 to March-09.
* Worked with jaypee palace hotel and conventional center Agra in housekeeping department as Sr.housekeeping associate from 15thsept03 to 1stfeb 07 jaypee palace Agra is 350 room hotel of jaypee group of hotel.
* complete 6 month industrial training from hotels Dukes retreat khandala.

**Duties and responsibilities ;**

* Fully responsible for housekeeping,cafeteria, façade cleaning, horticulture &pestcontrolling operation.
* Handle the 142 employees team of housekeeping, horticulture&facade cleaning.
* Maintain cleaning slandered of 1000000sq feet common area of premises.
* Do the manpower planning ,make duty schedule &fully utilized the manpower,
* Conduct the training classes for housekeeping &façade cleaning staff to explain the basics of housekeeping,façade cleaning and safety &security.
* Make the monthly M.I.S (management information system) report .
* Conduct housekeeping inventory every month,
* Make housekeeping &façade cleaning budget &do the cost control that consumption should not be more than budget.
* Check grooming standards of housekeeping and façade cleaning staff,.
* Check all the plants rooms cleaning (LT , H.TPumproom, DG room , HVAC and STP plant ) as per slandered
* Do all administration relatedwork of housekeeping service

**Job knowledge**

* Good knowledge of green shield cleaning product &Taski chemical like R1 TO R9 ,TR101 ,TR103,
* TERANOVA, NOBLE .EMERAL DEEP GLOSS AND ALL CHEMICALS USED IN HOUSEKEEPING.
* Know to operate taski machine like taski argo disk165,jet pressure, taski bora12, taskivaccumate 22
* And taski jet pressure machine.
* Know the process marble crystallization, marblepolishing, carpet shampooing &operation of façade cradle machine.
* Good knowledge how to make housekeeping budget, linen management &all inventories of housekeeping.
* Certified as housekeeping employee of the month of Hotel RadissonVaranasi. (5star property).

**Personal profile**

Date of birth - 15th February 1977

Father’sName - Shri Dhirendra bahadur singh

Marital status - Married

Sex - Male

Nationality - Indian

Language known - Hindi &English

**Hobbies:**

Playing cricket, listening song .

**Corespondence address;**

Pravin KumarSingh

S/osriDhirendrabahadurSingh

S-26/294 m-1 k-1

Gandhi nagger colony

Meerapurbasahi

Varanasi -221002

PRAVIN KUMAR SINGH