



SAJU SASIDHARAN

HOUSEKEEPING MANAGER

Skilled Housekeeping Manager with over 15 years of experience overseeing cleaning staff and maintaining high standards of quality. Expertise in maintaining balance of quality and productivity among staff while ensuring that all standards for cleanliness are met and exceeded in staff practices. Worked with senior management to develop new practices as necessary and continually strategize improvement among cleaning practices. Seeking a challenging position with an outstanding career opportunity that will fully utilize management skills.

KEY SKILLS

Performance Assessment	Work Inspection	Work Scheduling
Standard Compliance	Quality Assurance	Policy Enforcement
Process Implementation	Conflict Resolution	Leadership Quality

EMPLOYMENT CHRONICLE

- ❖ **Housekeeping Manager**

Jan 2023-PRESENT

Carnival Group of Companies, Cochin, Kerala, India

 - Monitor all the daily operations of the housekeeping department, including the cleanliness of all guest rooms and public areas daily.
 - Lead, hire, and train hotel housekeeping staff to adhere to our high standards of cleanliness and customer satisfaction.
 - Oversee the housekeeping department budget, take inventory, and ensure there is a stock of adequate cleaning supplies.
 - Ensure all cleaning equipment is in proper working condition and make arrangements for repairs as needed.
- ❖ **Assistant Housekeeping Manager**

Mar 2022-Jan 2023

Living Adventure by ACCOR, Doha, Qatar

 - Supervising and training other members of the housekeeping staff.
 - Managing the purchasing and inventory of supplies for the housekeeping department.
 - Scheduling and arranging for cleaning services as needed, such as carpet cleaning or extermination services.
 - Coordinating with other departments to ensure that rooms are ready for guests upon check-in.
- ❖ **Custodial Supervisor**

Dec 2018-Aug 2020

Hamad International Airport, Doha, Qatar

 - Be responsible for the daily inspection detained by the Hamad international airport team and maintain 5-star standard of the airport.
 - Ensure the proper maintenance of all equipment make arrangements for repair and / or replacement of used and damaged equipment.
 - Responsible for monitoring reporting of service level agreement and key performance indicators internal and external, also tracking of risks/reward machines.
 - Monitor terminal waste disposal coordination with our team.

PERSONAL DETAILS

+91 9778264479
sajuklm2008@gmail.com

Address Kollam, Kerala, India
Nationality Indian
D.O. B 08.10.1988
Marital Status Married
Gender Male
Passport No T9915701
Date of expiry 04.11.2029

ACADEMIC CREDENTIALS

15.05.2007 **DIPLOMA IN HOTEL MANAGEMENT**
NCVT, Kerala, India
22.05.2006 **HIGHER SECONDARY**
Board of Higher Secondary
Kerala, India

SOFTWARE PROFICIENCY

- ❖ Opera
- ❖ Data Entry
- ❖ MS Word
- ❖ MS Excel
- ❖ PowerPoint

CERTIFICATIONS

- ❖ Supervisory Module 4: Stress Management
- ❖ Supervisory Module 3: Problem Solving and Decision Making
- ❖ Supervisory Module 2: Emotional Intelligence
- ❖ Supervisory Module 1: Introduction to Leadership Housekeeping Essential
- ❖ Train the trainer

ACHIEVEMENTS

- ❖ COSHH Training
- ❖ Selected as HACCP Team member
- ❖ Completed Floor & Chemical handling Training contacted by Diversey

LANGUAGES KNOWN

- ❖ English
- ❖ Hindi
- ❖ Malayalam
- ❖ Tamil

- ❖ **Housekeeping Supervisor** **Apr 2015-Dec 2018**
Westin & Le Meridian Hotel, Bahrain
- ❖ **Housekeeping Supervisor** **Jun 2014-Apr 2015**
Westin & Le Meridian Hotel, Bahrain
 - Responsible for all VIP arrivals and Group Arrivals.
 - Responsible for BSA / LRA Audits.
 - Assign workers their duties and inspects work for conformance to prescribed standards of cleanliness.
 - Investigate complaints regarding housekeeping service and equipment, and take corrective action.
- ❖ **Housekeeping Team Leader** **Jun 2014-Apr 2015**
Westin & Le Meridian Hotel, Bahrain
 - Train housekeepers on cleaning and maintenance tasks.
 - Oversee staff on a daily basis.
 - Check rooms and common areas, including stairways and lounge areas, for cleanliness.
 - Schedule shifts and arrange for replacements in cases of absence.
- ❖ **Housekeeping Room Attendant** **Sep 2011-Sep 2013**
Dragon Hotel & Resort, Bahrain, UAE
- ❖ **Housekeeping Room Attendant** **Mar 2009-Mar 2010**
Hotel Le Meridian, Cochin, Kerala, India
 - Greeting guests and responding to queries.
 - Changing bed linen and making beds.
 - Replacing used towels and other bathroom amenities, such as shampoo and soap.
 - Sweeping and mopping floors.
 - Vacuuming carpets.
 - Dusting and polishing furniture.
 - Emptying trash containers and ashtrays.
- ❖ **Mini Bar Attendant** **Dec 2007-Dec 2008**
Palms Hotel Tower & Villas, Mumbai, Maharashtra, India
 - Inventorying each room where there is activity every day.
 - Maintain the cleanliness of bars.
 - Stock mini bar carts according to daily fill requirements.
 - Keep mini bar storeroom neat and organized.
 - Replenish used items in mini bars.
 - Cleanliness of mini bars.
 - Accurate reporting of mistakenly charged items on guest folio.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

SAJU SASIDHARAN