**RESUME**

**ASHOK KUMAR **

**Phone: +91-8826841419(M)**

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**E-mail: ashokk083@gmail.com**

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| **OBJECTIVE :–** |

* A good team man with an ability to lead a team by example and motivated them to achieved desired objective.
* Learning new tasks quickly and adapting different commercial environments.

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| **PROFESSIONAL EXPERIENCE :–** |

* **Presently working** as **Housekeeping Incharge** with DLF Two Horizon Center Sec. 43 Gurgaon, Haryana, Under Cushman & Wakefield Ma**nagement** since **28th March 2016 to till date**. Its commercial buildings. I am Handling Soft Services, **Housekeeping, Pest Control, Façade and Horticulture team**. Take daily briefing All Department supervisors, Make Schedule for extra cleaning and polishing. Handling client’s complaints, Maintain Housekeeping Material par stock, Deal with Housekeeping vendors, coordinate with Engineering Department, Civil Department, Fire & safety Department, Security Department, Administration and Finance Department. Weekly Training for Supervisor's and Staff.
* **Worked** as **Executive** with **Unitech Developers & Projects Ltd**. ***(Brook-field)*** ***Infospace*** Dundahera Sec. 21 Gurgaon Haryana, Under **Jones Lang Lasalle Management** since **24th June 2014 to 25th March 2016**. Its commercial buildings spread in 28 Acre having 10 buildings. I am Handling General shift and **Total Manpower 225 (Housekeeping, Façade and Horticulture team)**. Take daily briefing Housekeeping supervisors, Make Schedule for extra cleaning and polishing. Handling client’s complaints, Maintain Housekeeping Material par stock, Deal with Housekeeping vendors, coordinate with Engineering Department, Civil Department, Fire & safety Department, Security Department, Administration and Finance Department. Weekly Training for Supervisor's and Staff.
* **Worked with Mapple Exotica\*\*\*\* Chhatterpur New Delhi as Housekeeping** **Executive (as Preopening Team) from 16th Aug. 2012 to 23rd June 2014.** A hotel with 43 rooms offers Bar, Restaurant, Coffee Shop , Spa, Gym, Indoor games, Swimming pool, Lobby, five Banquet halls, Two Lawn, Pandaal, Parking area up to 500 cars,
* Worked with **Hotel Clarks-Inn\*\*\* Gurgaon as Housekeeping Supervisor (from Opening) from 12th Sep.2011 to 15th Aug 2012.** A hotel with 55Rooms offers two Food & Beverage outlet, one Bar, Spa, Gym, one Banquet hall and a lobby.
* Worked with **Park land Retreat\*\*\*\* Chhatterpur, New Delhi. (Parkland Group of Hotels & Resorts) as Housekeeping Supervisor (as Preopening Team) from 8th May 2010 to 11th Sep.2011.**A hotel with 49 rooms offers seven Banquet halls one food & beverage outlet and one exclusive Lobby.
* Worked with **Solluna Resort \*\*\*\*\*** **(Uttrakhand) (Sarover Hotels & Resorts)** as a Room Attendant from 11th October 2008 to 5th May 2010. A resort spread in 25 Acre with 20 cottages and 27 rooms offers one multi cuisine Restaurant, one Swimming pool, rain dance, open Health Club. Indoor and outdoor games, one exclusive Lobby.

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| **INDUSTRIAL TRAINING** |

* Successfully completed industrial training in **Majestic Park Plaza\*\*\*\*\*** in Ludhiana **(Punjab**) from 1st April2008 to 30th September2008.A five star Hotel with 120 rooms offers Seven Banquet halls, five food and beverage outlets, one Bar one Business Center, one exclusive Lobby, Swimming pool and Health Club.

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| **EDUCATIONAL QUALIFICATION :–** |

* **XIIth**  from H.P.S.E.B in year of 2003
* **Xth** from H.P.S.E.B in year of 2000

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| **PROFESSINAL QUALIFICATION** |

* **BSc.HMCTT** from PTU in Horizon Institute of Hotel Management in Dehradun.
* Familiar with Computer Fundamentals, Windows 98 & XP.
* Knowledge of IDS software.

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| **CAPABILITIES :–** |

* Reliable, confident, leadership and smart working.
* Ability to be an efficient functional team member with a willingness to take up challenges.
* Self motivated with good interpersonal and communicated.

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| **HOBBIES :–** |

* Listening music
* Making friends

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| **PERSONAL DETAILS :–** |

Father’s Name : Sh. Gian Chand Sharma

Date of Birth : 30th March1985.  
Languages Known : Hindi, English

Marital Status : Married

Address : Vill. Chhatter, P.O. Narola, Teh. Sarkaghat, Distt. Mandi,

Himachal Pradesh - 175033

**Reference:**

Date:-

Place: - (Ashok Kumar)