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| Bhoomika Raj Bahadur | | |
| 425, DDA SFS Flats, Pocket 1, Sector 22, Dwarka, New Delhi -110077 | | |
| 9650600283 | | |
| bhoomikarajbahadur@gmail.com | | |
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| Profile | * More than 9 years’ successful experience in property management including planning, development, implementation and maintenance of property-related projects and support with recognized strengths in problem-solving and trouble-shooting, and planning/implementing proactive procedures and systems to avoid problems in the first place. * Possess solid computer skills in MS-Office, MS Outlook, and Internet. * Ability to train, motivate, and supervise customer service employees. | |
| Employment | Hotel Samrat, India Tourism Development Corporation | Dec 2010 - Present |
| Executive Housekeeper  * Managing a team of 65 personnel * Upkeep and maintenance of the entire property that includes office complex, four star category hotel rooms, three banquet halls and adjoining services and areas. * Maintain quality control/satisfaction records, constantly seeking new ways to improve customer service. * Draft and forward proposals for improvement/implementation of services and procedures. |  |
|  | The Janpath Hotel , India Tourism Development Corporation Assistant Manager, Housekeeping  * Upkeep and maintenance of the four star category hotel with one banquet halls and adjoining services and areas. * Maintain quality control/satisfaction records during the prestigious CWG-2010. | Sept 2010 – Nov 2010 |
|  | Ashok Institute of Hospitality & Tourism Management (AIH&TM) , HRD Division of India Tourism Development Corporation Assistant Manager, HRD  * Upkeep and maintenance of Institute premises. * Housekeeping and Front Office faculty for students of various disciplines in Hospitality education. * Co-ordination with out-station training Centres of AIH&TM. | Feb 2010 – Sept 2010 |
|  | The Ashok India Tourism Development Corporation Lobby Manager  * To check upkeep and ambience of hotel lobby * Ensure smooth VIP movement * Manage overall Front Office Operation during a shift. | Jan 2008 2010 – Jan 2010 |
|  | Ashok Institute of Hospitality & Tourism Management (AIH&TM) , HRD Division of India Tourism Development Corporation Assistant Manager, HRD  * Upkeep and maintenance of Institute premises. * Housekeeping and Front Office faculty for students of various disciplines in Hospitality education. * Co-ordination with out-station training Centres of AIH&TM. * Capacity Building for Service Providers Trainings for over 10000 personnel of Traffic Police and CISF in New Delhi. | Sept 2005 – Jan 2008 |
| Education | B.Sc. in Hotels & Hospitality Administration from Institute of Hotel Management, Catering Technology & Applied Nutrition, Mumbai | 2002-2005 |
|  | Sucessful Schooling from: Arya Central School, Thiruvanathapuram, Kerala  St. John’s The Evangelist High School, Mumbai | *1995-2002*  *1988-1995* |
| References:  1. Mr. Harbaksh Singh (Facility Planning Consultant in Hospitality): 9811873999 2. Mr. B. N. Mohanty (Principal, RIG Institute of Hospitality): 9868808770 | | |
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