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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.
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| 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.
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|  | The Janpath Hotel , India Tourism Development CorporationAssistant 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 CorporationAssistant 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 CorporationLobby 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 CorporationAssistant 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, KeralaSt. 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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