

**MAHINDER SINGH**

**UFLEX LTD, Noida**

**Officer:-Housekeeping & Facility.**

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**Phone: -7838853774, 8800780233**

**Email:-mahinder.singh3939@gmail.com**

**DOB: - 22<sup>ND</sup> march 1979**

**Reside:-New Delhi (INDIA)**

***An Officer Housekeeping having more than 10 years of excellent experience to provide best services not only in housekeeping but in Facility as well. Seeking an opportunity in a senior role in any organization.***

**Key words:- Housekeeping, SOP housekeeping, chemicals knowledge, pest control, horticulture, canteen, vendors, soft services, Facility Management, guest house, Corporate Office cleaning, management, Farm house cleaning.**

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<b>Areas of Expertise</b>
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*Hotel Housekeeping*

*Handling MNC Corporate Housekeeping*

*Companies Guest House Housekeeping*

*Corporate Farm House Housekeeping*

<b>Technical Skills</b>
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*Chemical Knowledge*

*Housekeeping machines operations.*

*SOP Housekeeping*

*Documentation*

<b>Soft Skills</b>
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*Leadership, Teamwork*

*Customer Service*

*Problem Solving*

*Handle Pressure*

<b>Computer Skills</b>
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*Ms Office*

*Internet*

<b>Language Proficiency</b>
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*English excellent spoken*

*Hindi as native language*

<b>Achievements Academic (Sports)</b>
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*Certificate of Merit (Zone-4) District 4x 100 M Relay Races*

*Certificate of Merit (Zone-4) District in Football.*

<b>Education</b>
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*Bsc. In hospitality administration, Bangalore*

*2002 to 2005*

## **Professional Experience**

**1. (FEB-3RD, 2017 TILL PRESENT)**

**UFLEX LTD, NOIDA (CORPORATE DIVISION)**

**ROLE:-HOUSEKEEPING OFFICER**

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### **Key Areas**

- Corporate Division: - Housekeeping & Pest Control.
- Guest House: - Housekeeping & Pest Control.
- MD Farm House: - Housekeeping.

### **Key Responsibilities**

1. Daily briefing in corporate division.
2. Briefing in farm house twice in a week.
3. Attending all issues relating operation at all sites.
4. Maintain records of housekeeping at all sites.
6. Taking care of pest controlling issues of corporate & guest house.
7. Housekeeping machines maintenance of all sites.
8. Making duty roster.
9. Handling vendors of housekeeping & pest controlling of all sites.
10. Weekly training programmed for team of all sites.
11. Collecting monthly bills of all vendors.
12. Renewing yearly contracts.
13. Weekly monthly deep cleaning programmed for all sites
14. Handling meetings & functions at corporate & farm house.

15. Materials inventories of all sites.

## **2. (OCT-2014 TO JAN-2017)**

### **MANIKARAN POWER LTD, DELHI (CORPORATE DIVISION)**

#### **ROLE:-SR. EXECUTIVE HOUSEKEEPING**

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##### **Key Areas**

- Corporate Division: - Housekeeping & Pest Control.
- Guest House: - Housekeeping & Pest Control.

##### **Key Responsibilities**

1. Daily briefing in corporate division.
2. Briefing in farm house twice in a week.
3. Attending all issues relating operation at all sites.
4. Maintain records of housekeeping at all sites.
6. Taking care of pest controlling issues of corporate & guest house.
7. Housekeeping machines maintenance of all sites.
8. Making duty roster.
9. Handling vendors of housekeeping & pest controlling of all sites.
10. Weekly training programmed for team of all sites.
11. Collecting monthly bills of all vendors.
12. Renewing yearly contracts.
13. Weekly monthly deep cleaning programmed for all sites.
15. Materials inventories of all sites.

**3**

**(Nov:-2013 TO OCT:-2014)**

***THE IMPERIAL HOTEL, NEW DELHI***

***ROLE:-GSA***

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***Key Areas***

- *Hotel's room cleaning*
- *Hotel's public area cleaning*
- *training to management students*

***Key Responsibilities***

1. *Perform routine duties in cleaning rooms & public area.*
2. *Attend daily briefing.*
3. *Take room occupancy report.*
4. *Take supplies.*
5. *Replenish supplies in trolley.*
6. *Clean & inspect room for sale.*
7. *Handle all guest complains.*
8. *Attend guest laundry.*
9. *Attend guest quarry.*
10. *Complete room checklist report.*
11. *Give training to management student all cleaning procedures.*

**4 (Nov:-2009 TO OCT:-2013)**

**KC PROPERTY & FACILITY MANAGEMENT, DELHI**

**ROLE:-EXECUTIVE HOUSEKEEPING**

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**Key Areas**

*Handling of 2 schools GHPS managed by DSGMC.*

**Key Responsibilities**

- 1. responsible for given 2 site HK Manpower.*
- 2. responsible for boy's uniform.*
- 3. Attendance, leave & grooming records maintain.*
- 4. Making duty roster for both sites manpower.*
- 5. Maintenance of machines*
- 6. Handle clients all cleaning issue.*
- 7. Maintain monthly material stock report.*
- 8. Preparing final attendance sheet for bills.*
- 9. Collect monthly check from clients.*
- 10. Attending weekly meeting with clients.*
- 11. Taking briefing of HK Supervisors of all sites.*

**(5) (OCT:-2005 TO NOV:-2009)**

**OBEROI MAIDENS HOTEL, DELHI**

**ROLE:-ROOM ATTENDANT**

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**Key Areas**

- *Hotel's room cleaning*
- *Hotel's public area cleaning*

**Key Responsibilities**

1. *Perform routine duties in cleaning rooms & public area.*
2. *Attend daily briefing.*
3. *Take room occupancy report.*
4. *Take supplies.*
5. *Replenish supplies in trolley.*
6. *Clean & inspect room for sale.*
7. *Handle all guest complains.*
8. *Attend guest laundry.*
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