



PERSONAL INFORMATION

RAJEEV ANANDHU



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Sex Male | Date of birth 11/11/1998 | Nationality Indian

POSITION

CLEANER

WORK EXPERIENCE

1 May 2016

CLEANER

NADACKAL ENTERPRISES, THODUPUZHA (India)

- Hotel rooms Keeping clean .
- Replenishing stock of guest supplies+ shampoo and soap, and drinks.
- Changing bed lien.
- Checks and secures the rooms.
- Making beds clean.
- Vaccuming floors.
- Dusts the room and furniture
- Replenishes guestroom and bath supplies.
- Cleans guest bathroom/bedroom-floor corridor.
- anticipate guest need relations at all times.
- Be familiar with all hotel services-features and local attractions-activities to respondend to guest inquiries accurately.
- Empty trash containers and ashtrays.
- Remove all dirty terry and replace with the clean par to the designated layout.
- Remove soil, dirt, soap build up and hair from bathroom mirrors, vanity, sink, toilet,shower walls, bathtub, shower curtain and floor.
- Dust and polish all furniture.
- Cleans the bathroom.
- Clean the Closet.
- Vacuums and racks the carpet
- Ensure security of guest rooms and privacy of guests.
- perform rotation cleaning duties
- Responsible for following the standard operating procedures.
- Responsible for archiving and exceeding the guest satisfaction score.
- Update status of rooms cleaned on assignment sheet.
- Return and restock cart at end of shift.

Related document(s): anadh experience.pdf

- Maintain positive guest realations at all times.



- Anticipate guest needs respond promptly and acknowledge all guests, however busy and whatever time of day.
- Monitor and maintain cleanliness, sanitation and organization of assigned work areas.
- Replenish amenities according to the operational standards.
- Deliver and retrieve items on loan to guest e.g. iron and ironing boards.
- Ensure security of guest duties.
- Be familiar with all hotel services.
- Enters and prepares the room for cleaning.
- Dust and polish all furniture
- Attends to guest calls, guest request-guest complaints in the area assigned to him.
- Responsible for the hotel property in the work area.

EDUCATION AND TRAINING

1 Jun 2013–30 Mar 2014

Secondary School Leaving CertificateBOARD HIGHER SECONDARY EXAMINATION GOVT OF KERALA,
THIRUVANANTHAPURAM (India)

- Malayalam
- English
- Hindi
- Social Science
- Physics
- Chemistry
- Biology
- Mathematics
- Information Technology

[Related document\(s\): anandhu sslc.pdf](#)2014–2016 **Higher Secondary Examination**Board of Higher Secondary Examination, Government of Kerala, Thiruvananthapuram
(India)

- English
- Computer Information Technology
- Physics
- Chemistry
- Biology
- Mathematics



PERSONAL SKILLS

Mother tongue(s) Malayalam

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	A1	B1	B1
Tamil	B1	B1	B1	B2	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills ■ Can speak English

Organisational / managerial skills ■ Leadership.
 ■ Strong interpersonal skills and problem-solving ability.

Job-related skills ■ Management Operations
 ■ Customer Service
 ■ Vendor Relations
 ■ Security Management
 ■ General Administration
 ■ Safety Assurance
 ■ Quality Management
 ■ Ability to coordinate with the fellow works as a part of the team

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Independent user		Basic user	

Digital skills - Self-assessment grid

ADDITIONAL INFORMATION

Passport Details

Passport Number: T8871648
 Place of Issue : COCHIN
 Date of Issue : 30/08/2019
 Date of Expiry : 29/08/2029
 Place of Birth : MUTHALAKODAM ,KERALA

Related document(s): Passport1_.pdf.pdf, Passport2_.pdf (2).pdf



ATTACHMENTS

- anadh experience.pdf
- anandhu sslc.pdf
- anandh plus two.pdf
- Passport1_.pdf.pdf
- Passport2_.pdf (2).pdf

