**NAWAZKHAN KADHARKHAN**

**Housekeeping Supervisor**

**Experience: 8 years**

No. 20 – 4/A Singarathoppu Street, E-Mail : nawaz.99411@gmail.com

Kulithalai, Mobile : +91-7094934306

Karur District- 639104,

Tamil Nadu, India.

**Major Strengths**

* Expert knowledge in Housekeeping Supervisor and Leadership.
* Experience in variety of cleaning products & tools.
* Expertise knowledge in Kitchen Cleaning, Dining Hall Cleaning, Public Area Cleaning, Rooms Cleaning, Scrubbing & Polishing.
* Training Team Members regarding Housekeeping Tools.
* Providing optimal solutions across various projects
* Self directed, motivated and a quick learner.

**Educational Profile**

* Bachelor’s Degree in Hotel & Catering Management, SRM Institute of Hotel Management, Tiruchirappalli, and Tamilnadu, India.

**Technical Skills**

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| --- | --- |
| Primary skills | Kitchen Cleaning, Dining Hall Cleaning, Public Area Cleaning, Rooms Cleaning, Scrubbing & Polishing |
| Equipments known | Floor Scrubber, Pressure Washers, Vacuum & Oven Cleaners & etc |
| Products known | DIVERSEY & NAPCO |
| Chemicals Used | Cleaner & Degreaser, Anti Bacterial/Pot wash, Stainless Steel Polish, Rust remover & Descaler, Oven Cleaner, Toilet Sanitizer & Deodorizer, Hand Soap & Hand Sanitizer and etc. |

**Professional Experience**

JUL 2009 – FEB 2013 Hotel Singapore, Chennai, India as Housekeeping Supervisor

MAR 2013 – MAY 2015 Saudi Catering & Contracting Company, Dammam, KSA as Housekeeping Supervisor

AUG 2017 – JUL 2019 Nesma Trading Co LTD, Dammam, KSA as Housekeeping Supervisor

**Experience**

# **Hotel Singapore**

Housekeeping Supervisor

Equipments/Chemicals Mops, Mop Wringer Trolley, Dustpans, Clorox, Dettol, Glass Cleaner

Description Inspecting guest rooms and public areas after they have been cleaned by Housekeepers to ensure quality standards.

 Making sure that guest’s bedrooms, corridors and public areas are serviced in accordance with the company’s standards.

 Evaluating, counseling, motivating and coaching employees.

 Following all company safety & security policies and procedures.

 Reporting any maintenance problems, safety hazards, accidents, or injuries to senior managers.

 Organizing staff rotas.

 Report any hygiene issues and following up as necessary.

# **Saudi Catering & Contracting Company**

Housekeeping Supervisor

Equipments/Chemicals Broom, Cloth duster, dust pan, wet/dry vacuum cleaner, scrubbing machine

Description Assign Guest Rooms and Common Areas to Housekeeping Staff.

 Inspect Rooms and Common Areas for Cleanliness.

 Create Employee Duty Schedules, Train, and Discipline Housekeeping Staff.

 Maintain complete knowledge of correct maintenance and use of equipment for maintaining high standards of safety and cleanliness.

 Responsible to check staff grooming and hygiene & reporting to Manager regularly with daily reports.

# **NESMA Trading Co LTD**

Housekeeping Supervisor

Equipments/Chemicals Floor Scrubber, Pressure Washers. Cleaner & Degreaser, Anti Bacterial/Pot wash Stainless Steel Polish & etc

Description Supervise the duties of all stewarding department employees, facilities, operation and costs.

 Supervise the sanitation, cleanliness, hygiene as well as the quality level of product and services.

 Ensure Back of House areas are maintained to the highest cleanliness standards and cleaning schedules are followed and completed.

 Direct and assist Stewards in order to make clean up more efficient.

 Ensure water temperature, and chemical levels are appropriate for cleaning and documented.

**Personal Profile**

**Name** Nawazkhan Kadharkhan

**Gender** Male

**Date of Birth** 10.11.1987

**Nationality** Indian

**Marital Status** Single

**Father’s name** Kadharkhan. N

**Mother's name** Sahar Banu. K

**Permanent Address** No. 20-4A Singarathoppu St,

 Kulithalai, Karur-639104

**Temporary Address** No. 4 Kammalar St,

 Kadambar Kovil St, Kulithalai, Karur-639104

**Passport Number** G8304420 /S0685720

**Languages known** Tamil (R W S) English (R W S), Urdu (S), Hindi (S)

**Hobbies** Playing Mobile Games and being strong mentally

**Declaration**

I hereby declare that the details mentioned above are true to the best of my knowledge.

**Place:**

**Date: (Nawazkhan.K)**