Sunita Rathore

Housekeeping Supervisor

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Jaipur, Rajasthan

SKILLS

- Room inspection
- Linen management
- Guest supplies control
- Duty rosters
- Deep cleaning schedules
- Lost and found
- Opera PMS (housekeeping module)
- Chemical handling

CORE SKILLS

- Team supervision
- Brand standards
- Cost control
- Training staff
- Attention to detail

LANGUAGES

- Hindi · Native
- Rajasthani · Fluent
- English · Professional

PERSONAL STATEMENT

Housekeeping supervisor with 6 years of experience in heritage and business hotels in Rajasthan, currently supervising 22 room attendants for a 180-room property. Skilled in room inspections, linen and guest supplies control, deep-cleaning schedules and brand audits, with a focus on guest satisfaction and cost savings.

WORK EXPERIENCE

Housekeeping Supervisor · Pink City Regency Hotels Pvt Ltd, Jaipur — Sep 2022 – Present

- Supervise 22 room attendants and 6 public area staff across 3 floors of a 180-room business hotel, inspecting 60+ rooms a day.
- Raised the cleanliness score in guest surveys from 82% to 93% by introducing a 25-point room checklist and daily briefing.
- Cut linen loss and guest supplies cost by about ₹3.5 lakh a year through par-stock tracking and weekly reconciliation with the laundry.
- Planned quarterly deep cleaning of rooms and carpets and helped the hotel score 91% in its annual brand standards audit.

Room Attendant to Senior Room Attendant · Amber Vista Heritage Resort, Jaipur — Jul 2019 – Aug 2022

- Cleaned and set up 14 to 16 rooms a shift in a 75-room heritage property, including suites with antique furniture and brassware.
- Trained 9 new attendants on bed making, bathroom standards and handling of heritage décor.
- Handled lost and found records and VIP room set-ups with turndown amenities.

EDUCATION

Diploma in Housekeeping Operations · Rajasthan State Institute of Hotel Management, Jaipur, Rajasthan — 2018 – 2019
Grade: 76%

B.A. in Arts · University of Rajasthan, Jaipur, Rajasthan — 2015 – 2018
Grade: 61%

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