

SAILENDRA BAHADUR MAHARJAN

Senior Supervisor Housekeeping



9841400171
nov6sailendra@gmail.com
Chandragiri-14, Naikap,
Kathmandu

SUMMARY

A competent and highly organized individual willing to serve it to the best of my capability. It would be my constant effort to work for the betterment of the organization and help it excel to greater heights.

ACHIEVEMENTS

Craft Trainer

Train the trainer in July 2014

Hotel Departmental Trainer

Departmental Trainer in May 2017

Well Done Award

Rewarded by Well Done Awards for various occasions for returning valuables of Guests.

LANGUAGE

English ● ● ● ● ●
Nepali ● ● ● ● ●
Spanish ● ● ● ○ ○
Newari ● ● ● ● ●
Hindi ● ● ● ○ ○

REFERENCES

Rajiv Thakur

Soaltee Kathmandu / EAM-RD

9801067051

EDUCATION

Masters in Business Administration

Kantipur Valley College / Lalitpur / January, 2016 - Present

Majors in Marketing

Bachelors in Arts

Tri Chandra College / Kathmandu / February, 1998 - January, 2002

Majors in Sociology & Psychology

Intermediate in Science

Amrit Science College / Kathmandu / August, 1996 - January, 1998

S.L.C.

Siddhartha Vanasthali Institute / Kathmandu / April, 2022 - July, 1996

AWARDS

Employee of the Month

Soaltee Crowne Plaza / 2013 / Ktm

Winning Ways Champion

Soaltee Crowne Plaza / 2017 / Ktm

Hero of the Department

Soaltee Crowne Plaza / 2012 / Ktm

Well Done Award

Soaltee Crowne Plaza / Ktm

Awards received for various times for returning the valuables of the Guests

EXPERIENCE

Senior Supervisor Housekeeping

Soaltee Crowne Plaza / Tahachal ,Kathmandu / April, 2001 - September, 2021

- Making staff duty roster.
- Conducting on the job Trainings.
- Conducting daily briefings and monthly meetings.
- Conducting yearly employee appraisals.
- Record and monitoring cost.
- Directing line staffs.

Coordinator of Accounts Committee

Sahayog Samaj Savings and Credit / Naikap,Kathmandu / November, 2013 - Present

- Performing internal auditing.
- Coordinating auditor for annual report.
- Tracking the financial activity.

Manager

Clean World Pvt. Ltd. / Tahachal / April, 2022 - September, 2022

- Conducting daily briefings.
- Directing line staffs.
- Preparing monthly duty roster.
- Record keeping and monitoring cost.
- Preparing client statements and collect revenue.