



TAJA BAGANG

CONTACT

+91 8413047058

Tajabagang01@gmail.com

Arunachal Pradesh, India

LANGUAGE SKILLS

English

Hindi

Local Dialect

PASSPORT & VISA DETAILS

Valid Indian Passport

Passport No.: IO174426

Issue Date :30/04/2025

Expiry Date: 29/04/2035

STRENGTH

Positive attitude
Quick learner
Active listener
Hard working

PERSONAL DETAILS

Nationality: Indian

Marital Status: Unmarried

DOB: 01/02/2003

HOBBIES

Listening to Music
Playing Guitar
Dancing

OBJECTIVES

Looking to contribute to the company's success with a solid work ethic, dedication, and ability to multitask even under strict time constraints. Ambitious and self-driven, eager to leverage customer service skills.

EDUCATIONAL QUALIFICATION

- 10th passed out from Govt. Hr. Sec Arunodaya Itanagar, A.P., during the year 2019
- 12th passed out from Govt. Sec. School Ganga, Itanagar, A.P.during the year 2021 with 56.6%
- **Completed 9 months course in the year 2023-24**

1. Course in Hospitality Management and Tourism at Pragati Edu Tech.
Diploma Guwahati Assam.

AREA OF INTEREST

- Management &
- Housekeeping

WORK EXPERIENCE

1 Year Experience in Oberoi Hotel in Nariman Point, Mumbai as Housekeeper in the department

TECHNICAL KNOWLEDGE

- Basic knowledge of computer

ROLES AND RESPONSIBILITIES

- **Cleaning Guest Rooms:**
This includes sweeping, moping, Dusting, vacuuming & sanitizing all areas of Guest Rooms.
- **Linen & Towel Management:**
Changing Bed linens, Replenishing Towels & Replenishing amenities like Toiletries in guest rooms.
- **Public area Maintenance:**
Keeping lobbies, Hallways, elevators & other public areas clean & well Maintained.
- **Laundry & linen operations:**
Collecting and delivering soiled linens.
- **Maintenance Reporting:**
Reporting any maintenance issues or damages in guest rooms or public areas to the appropriate department.
- **Inventory and Supply Management:**
Maintaining a proper stock of cleaning supplies and other necessary items.
- **Guest Service:**
Responding to Guest Request and providing assistance with special request and maintaining a professional and courteous demeanor
- **Security and Privacy:**
Upholding Company's confidentiality and security standards
- **Following Safety Protocols:**
Adhering old safety protocols

DECLARATION

I hereby declare that all the information furnished is true to the best of my knowledge.

Thank You,

TAJA BAGANG