Curriculum Vitae

PERSONAL INFORMATION

Sita Tamang

Housekeeping Supervisor

sita.tamang@example.com

+977 98XXXXXXXX

Pokhara, Kaski

Date of birth 22 April 1996 | Nationality Nepali

PROFILE

Housekeeping professional with six years in four-star and resort hotels in Pokhara, now supervising a team of eight room attendants. Cleaned 14 rooms a shift as an attendant and now inspects around 60 rooms a day to brand standard. Trained in chemical safety and laundry operations. Ready for overseas hotel placement.

EXPERIENCE

Apr 2024 – Present

Housekeeping Supervisor

Lakeside resort, 110 rooms, Pokhara

- Supervise eight room attendants and inspect around 60 rooms a day
- Allocate rooms each morning against arrivals, departures and VIP requests
- Manage linen par levels and the weekly laundry count
- Handle lost-property register and first-line guest complaints on the floor

2018 – 2024

Room Attendant

Four-star hotel, Pokhara

- Cleaned and set up around 14 rooms per shift to brand standard
- Worked turndown service and public-area cleaning during peak season

SKILLS

- Room cleaning to brand standard
- Laundry and linen control
- Team supervision
- Room inspection
- Cleaning chemical safety

CERTIFICATIONS

2018 — **Housekeeping training (CTEVT short course)**
CTEVT-affiliated training centre

2023 — **Hygiene and chemical safety**
Hotel training department

EDUCATION

2011 – 2015

SEE (School Education Examination)

Secondary school, Syangja

LANGUAGES

Nepali	Mother tongue
Tamang	Mother tongue
English	B2 — independent user
Hindi	

B1 — independent user