

Vishal Vaniya

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Address: Vaniya vas , Bhat , Gandhinagar-382428,Gujarat.

SUMMARY

- Proven Housekeeping Supervisor 6+ years in managing high-quality housekeeping departments at leading Hospitals. Skilled in all aspects of room cleaning. Inventory management, and staff training. Holds a strong commitment to maintaining cleanliness standards, passionate about delivering high levels of guest & patient satisfaction.

SCHOLASTICS

- 2019 B.Com from Samarpan Art & Commers college, Gujarat University
- 2020 CCC+ & Tally ERP 9 Shivam computer Motera-Gujarat.
- 2016 12th from Swastik high. Sec. School – Ahmedabad-Gujarat Board.
- 2014 10th from M M Vasha High School – Gandhinagar-Gujarat Board.

STRENGTHS

Task Delegation

- Skilful in assigning tasks effectively, ensuring smooth operations in a 200+ room facility.

Quality Control

- Consistently uphold high cleanliness standards, leading to a 40% increase in positive customer feedback.

Staff Training

- Experienced trainer in housekeeping protocols, resulting in improved efficiency of teams by 30%.

EMPLOYMENT SCAN

Quess Corp Pvt. Ltd (Apollo international hospital) : Dec’ 2018-March’ 2023
Desk Executive
Facility Department

Highlights

- Coordinated with nurses, doctors, and other healthcare professionals to ensure seamless patient care.
- Handled patient complaints and concerns, resolving issues promptly and professionally.
- Participated in quality improvement initiatives to enhance patient experience and hospital operations.
- A desk attendant from the facilities department, also known as a Facilities Coordinator or Maintenance Desk Coordinator, has various responsibilities, including:
- Receiving and processing maintenance requests: Handling requests from staff, patients, or visitors for repairs, maintenance, or services.
- Coordinating maintenance activities: Scheduling and assigning tasks to maintenance staff, contractors, or vendors.

- Managing maintenance records: Keeping track of work orders, maintenance history, and equipment documentation.
- Monitoring facility conditions: Identifying and reporting issues, such as leaks, electrical problems, or safety hazards.

**BVG India Pvt Ltd (Apollo International Hospital-Gandhinagar) : April
' 2023 – Aug' 2024
Supervisor**

Highlights

1. Patient Room Cleaning: Ensure patient rooms are cleaned and disinfected according to hospital infection control policies.
2. Operating Room Cleaning: Supervise cleaning and disinfection of operating rooms, including terminal cleaning and restocking supplies.
3. Isolation Room Cleaning: Ensure proper cleaning and disinfection of isolation rooms, following hospital protocols.
4. Common Area Cleaning: Oversee cleaning of public areas, such as waiting rooms, hallways, and cafeterias.
5. Staff Education: Train housekeeping staff on hospital policies, infection control, and cleaning procedures.
6. Quality Control: Conduct regular inspections to ensure high standards of cleanliness and identify areas for improvement.
7. Supply Management: Manage housekeeping supplies, including linens, cleaning agents, and paper products.
8. Equipment Maintenance: Ensure housekeeping equipment is properly maintained and report issues to maintenance staff.
9. Patient Satisfaction: Ensure patient satisfaction with housekeeping services, addressing concerns promptly.
10. Compliance: Ensure compliance with regulatory requirements, such as Joint Commission standards and OSHA regulations.
11. Emergency Response: Coordinate housekeeping response to hospital emergencies, such as spills or natural disasters.

COMPUTER PROFICIENCY

Application	MS Excel, MS PowerPoint
Database	MS-Access
Financial Accounting	ERP 9.0

- Ability to apply concepts (lookup reference, count if , sum if, etc.) to practical situations.

PERSONAL DETAILS

Name:	Vishal Vaniya
Date of Birth:	02 June 1999
Permanent Address:	Vaniya vas , Bhat , Gandhinagar 382428, Gujarat.