

Date- 25/01/2022

TO WHOM IT MAY CONCERN

It is certified that Mr. Akashdeep Singh has been working as housekeeping executive during the period starting from 2 June 2019 to 20 January 2022 at Khyber Continental hotel.

During this period his services found to be satisfactory in carrying out job duties. His job responsibilities includes:

- Responsible for cleanliness, orderliness and appearance of the entire hotel
- Ensure that rooms are made as per company standards.
- Maintain per stock of guest supplies, cleaning supplies, linen and uniform
- Pay particular attention while organizing pest eradication activities
- Develop and implement housekeeping system and procedure.
- Prepare reports for management information.
- Assist purchase department in selecting supplier for items related to housekeeping.
- Attending and resolving guest complaints.
- Verification of supplies consignments
- Organize on the job training and evaluate its effectiveness.
- Approval of the functional manual of the department.
- Recommend recruitment of new personnel.

He is very active and hard-working person. We found him quite active in taking up the task assign to him. We wish him all the best in his future endeavors.

Thanking You
Manager,
Human Resources.



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