

# Curriculum vitae

## Arun Rakesh Thakur

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### Expertise

- General Administration
- Fire & Security Management
- Staff Management
- Facility Management
- Food & Beverage operations
- Travel & Hotel Accommodation
- Event Management
- Directors Residence Management

### PROFESSIONAL EXPERIENCE

**Company – GVK Group , (Tyra Exports Pvt. Ltd.), Mumbai**

**Period – 17<sup>th</sup> February 2022 to till Date**

**Designation – Assistant Manager (House Manager)**

#### \* CALENDAR MANAGEMENT

- \* Reminders (salaries, payments, fees, servicing, other family or home related to-do's.)

#### \* HOME ACCOUNTS / COST MANAGEMENT / FINANCES

- \* Pay bills (mobile, gas, electricity, landline, Internet, Tata sky etc.)
- \* Maintain log of monthly payments
- \* Research, source & negotiate best rates for any new service contracts, repairs etc.
- \* Accounting / CA coordination only if and when required
- \* Other homes management - rent reminders & collection etc.
- \* Bank manager relationships - management of banking accounts - cheque books, deposits, withdrawals etc.

#### \* HOME & CAR MAINTENANCE

- \* Order online regular requirements
- \* Manage service contracts and relationships (A/C, Water Filter)
- \* Coordinate and manage repairs & small fixes (A/C, water filter, home appliances, plumber, carpenter, electrician)
- \* Car servicing - coordination and ensuring all in order
- \* Tailor coordination on clothes
- \* Manage with driver pick-ups, drop-offs for home - buying, repairs, laundry etc.
- \* Home help requirement assistance - helping hire when the need arises, and to ensure settle in well
- \* Home maintenance coordination (cleaning, sofas, pesticide)
- \* Other general coordination

#### \* HOME IMPROVEMENT & OTHER

- \* New purchases & warranty management
- \* Gifts / Flowers sourcing and coordination

#### \* FILING & DOCUMENT MANAGEMENT

- \* Aadhaar card / PAN Card / passport / other ID for family and home help
- \* Address change management
- \* Record keeping of warranties, contracts, important documents

#### \* TRAVEL ARRANGEMENTS

- \* Visas / travel & stay arrangements / car bookings assistance
- \* Frequent flyer programs management and miles bookings / upgrades etc.

**Company – Betul Oil Ltd., (Daga House), Mumbai**

**Period – 19<sup>th</sup> January 2018 to 20<sup>th</sup> December 2019**

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**Designation – Assistant Manager (House Administration)**

- **Household Management:**  
Managing day to day household responsibilities, arranging appointments according to personal and professional needs, running errands and performing necessary tasks, Supervision of other household staff, such as servants, chefs, nannies or governesses, drivers, Gardeners, housekeeping, securities, Etc...
- **House Maintenance:** Checking of AMC details and renewals, calling vendors for repairs and Maintenance (such as civil, painting, carpentry, electrical etc.) after getting approvals from the owners and visiting to other properties and guest houses for smooth functioning.
- **Inventory Management:** F&B (Crockery, glassware, Silverware, Cutlery), Asset Inventory, Linen Inventory , Alcohol Inventory.
- **Vehicle Management:** Purchase & Sale of Vehicles, Refuelling of vehicles, Periodic Servicing of Vehicles, Maintenance of the vehicles (interior and exterior), Proper check list to follow.
- **Party & Functions Management:** Ensure all the required arrangements are done as instructed by the family members, Guest Management to be done as per the guidelines given, Planning, Organising and coordinating the events.
- **Accounts:** Managing all aspects of monthly financial duties; bookkeeping, paying bills, managing budget, petty cash etc.
- **Gifts & Card's Management:** Ensure all the required arrangement are done as specified by the family members, Guest Management to be done as per the guidelines given such as Planning, Organising and coordinating the events.
- **Fire & Security Management:** Ensuring the fire safety of house and that there is no compromise with the security of the residence. Also smooth functioning of EPABX & CCTV systems.

**Company –Bajaj Electricals Limited, Mumbai**

**Period- 10<sup>th</sup> April 2017 to January, 2018.**

**Designation- Executive – Security & Administration.**

- **General Administration –** Acting as a one point of contact for all administrative responsibilities like Pest control, stationary, Repair & Maintenances, Dispatch –Logistic, Petty Cash Management etc. Managing & Handling Directors house & offices.
- **Security Management** - Supervise security as per requirement, strict monitoring daily security register, ensure effectively security function. Coordination with security for Visitor & guest management.
- **Housekeeping & Facilities Management :** Ensure housekeeping employees proper utilization, ensure entire premises (inside/outside) cleanliness, deep cleaning, garbage disposal on time, ensure the housekeeping check sheet are filled and maintained, regular visits at floor/racking area. Keeping proper track of housekeeping consumables on daily basis. To Ensure Sufficient drinking water is available in office.

- **Cafeteria & Pantry Management**– Ensure pantry material available on time and its proper consumption. Supervise pantry boy and its daily availability, ensure utensils/crockery /other necessary items are available.
- **Annual Maintenance Contract (AMC)** – Liaised with Vendors & Agencies for signing effective corporate deal & contract for AMCs. Responsible for Annual maintenance contracts and Service Level Agreements are done on time and keep tracking of AMC's, initiate timely action of renewal, ensure all contractors rendering services as per agreement.
- **Event Management** – In the event of BOD visit, family get together, Annual/birthday, Diwali Celebration, Product Launch, special event like Pro –Kabaddi & Sarvottam Divas of Bajaj Electricals Foreigner Client meeting arrangement in Five Star properties etc.
- **Company Car Management**- Maintaining log book & keeping track of maintenance schedule, periodic & timely service of vehicle, repairing work if any after necessary approvals/consultation.

**Company – Essar Group. Mumbai**

**Period-** 1<sup>st</sup> September 2015 to 10<sup>th</sup> March 2017

**Designation-** Butler / House Manager (Ruia House)

- Worked as Butler / House Manager for the vice chairman of ESSAR GROUP at his residence.
- Manage day-to-day operations of Vice Chairman & Promoter Directors of the Company up to the highest standards.
- Organize necessary arrangements for high level delegation, parties & events hosted by Vice Chairman & Promoter Directors.
- Maintain monthly inventory reports for Furniture & Fixture / Food & Beverage as per SOP's.
- Day to day supervision on maintenance, housekeeping, Drivers, house staff .procurement and security for supplies.

**Company – Silver sea cruises (Monaco) Pvt. Ltd.**

**Period-** 27<sup>th</sup> May 2011 to November 2014

**Designation-** Desk Steward

- Supervision of the Guest Suite. Proper Guidance to the House-Keeping& service Staff.
- Ensuring the work completion by Security & Maintenance Staff as per the correct procedures.
- Ensuring the security & Administration has every minute information about passenger's safety.
- Optimum Utilization of the Available Resources. Budgeting and forecasting the future expenses.
- Follow up of the order provided by immediate supervisors or seniors.
- Tracking record of the Food & Beverages stocks. Periodic maintenance of office equipment's

**Company – P&O Cruises (UK) Pvt. Ltd.**

**Period-** 22<sup>nd</sup> Nov 2007 to 23<sup>rd</sup> July 2010

**Designation-** F&B Associate

- Maintenance of various records of imported goods which includes, wine, liquor, food products. Handling queries and enquiries from the Guest.
- Re-viewing the performance of the subordinate's staff and guiding them to achieve the highest standards of service.
- Ensuring the Administration has every minute information about passenger's safety.
- Optimum Utilization of the Available Resources.
- Follow up of the order provided by immediate supervisors or seniors.

**Company – Oberoi Hotels & Resorts. Mumbai**

**Period-** 3<sup>rd</sup> Oct 2005 to 2<sup>nd</sup> Oct 2007

**Designation-** Apprentice Steward (F&B)

- Learn the service standard as per the five star properties.
- Servicing the Guests in food & beverage department as per the International Standard.
- Observing and evaluating inventories of china, silverware, and glassware and also reports shortages and requisitions replacement of equipment's.
- Maintenance of various record of imported goods which includes, wine, liquor, food products.
- Follow up of the order provided by immediate supervisors or seniors.

• **EDUCATION QUALIFICATIONS:**

- B.Com – March 2004 (Mumbai)
- Certification in Shipping Facilities Regulation / Fire Fighting -STCW – 95 – PST, PSSR, EFA, FPFF
- Crowd Management & Safety Training from V-Ships Leisure (Monaco)

• **IT SKILLS & CERTIFICATIONS**

- Completed Diploma In Office Automation & Graphics- Course Modules  
( Ms Word, Ms Excel, Ms PowerPoint, Ms Access, Internet).

• **PERSONAL DETAILS:**

- Languages Known : English, Hindi, Marathi
- Marital Status : Married
- Date Of Birth : 1<sup>st</sup> June, 1983

**(Arun Rakesh Thakur)**