

F.FRANCIS XAVIER

No:112, 3rd floor,
16th main , Mico layout,
Opp St Francis school,
Begur road, Hongasandra.
Bangalore – 560068. India.



E Mail: youngstarfrancis@yahoo.co.in / Contact No: +91 9008090279

CAREER OBJECTIVE:

To seek a challenging career & obtain a suitable position in any department that will enable me to use my experience, strong organizational skills, educational background, and ability to work well with people. Wish to improve the housekeeping cleaning to reach an international commercial standard.

EDUCATIONAL QUALIFICATION:

COURSE	NAME OF INSTITUTION	UNIVERSITY	DURATION	PERCENTAGE
B.Sc -Hospitality & Tourism Mgmt	Ranjitham Institute of Mgmt	Alagappa University	2007	85%
Higher Secondary	Mount, St. Joseph Mat. School	State Board	2002-2003	72%
Secondary School	Mount, St. Joseph Mat. School	State Board	2001	66%

COMPUTER PROFICIENCY:

- Windows 98, 2000, XP
- Microsoft Office(Word, Excel, PowerPoint 2003, 2007 & 2010)
- Outlook Express
- HTML , Visual Basic

ACHIEVEMENT:

- Successfully managed Duty officer cum Shift in Charge at Ramp Operations in Cabin Appearance Dept. for the past 10 Years 10 months, Without any issues from CUSTOMER

WORK EXPERIENCE:

- Presently working as a **Duty officer** in Cabin Appearance Dept at “Spice Jet (I) Pvt Ltd” - Bangalore.

From 30th June 2012 to till date.

- Worked as Supervisor at Hotel Museum Inn, Bangalore from 25th Nov 2007 To 3rd Jan 2009

❖ **JOB INVOLVED:**

- To update on previous shifts events.
- Maintaining over 80 contractual staff's in a shift.
- To prepare duty allocation roster for Contractual staff.
- Check Grooming of the Staff.
- To seek updates on flight movements and aircraft rotations from flight operation. Brief the staff & monitoring.
- To ensure that all Cabin Appearance vehicles & equipment are serviceable.
- To ensure that cabin cleaning procedures of all the flights (transit & layover aircrafts) as per standards.
- Prepare Compile data for Revenue, Capital Expenditure & Manpower Budget. Make entries in Budget format system.
- To maintain & follow up on Aircraft Cleaning Schedule & Disinfestations Schedule.
- To prepare a Cabin Defect Report & follow up online with Cabin defect master.
- Conducting regular training classes for the Contractual staffs & for new joiners.
- To Ensure Maximum output from the subordinate & ensure all are following the safety norms.

❖ **JOB INVOLVED:**

- Prepare the Daily Reports.
- Candidates follow up.
- Conducting Coaching classes for the Fresh Candidates.
- Documentation & Filing.

TRAINING UNDERGONE:

Human factors in Aircraft Maintenance Training - 26th to 27th July 2012

PERSONAL PROFILE:

Name	: Francis Xavier
Father's Name	: C. Francis
Mother's Name	: A. Kulandai Theresa
Gender	: Male
Date of Birth	: 17.08.1986
Marital Status	: Married.

STRENGTHS:

- Crises handling and thriving in a high pressure environment.
- Good Interpersonal skills.
- Ability to take initiative and work independently.
- Good organizational skills and time management.
- Willingness to accept challenges and responsibilities.
- A team player dedicated to quality work.
- Good Listening skills.

PERSONAL GOALS:

Person who always like to add value to my profile by achieving organization goals. Give an opportunity that really lift up the organization targets by prompt & Timely Service Delivery.

LANGUAGES KNOWN

Languages	To Speak	To Write	To Read
English	✓	✓	✓
Tamil	✓	✓	✓
Kannada	✓		
Hindi	✓	✓	✓

DECLARATION:

I hereby assure that the above details furnished by me are true to the best of my knowledge.

DATE: 06/05/2023

Signature,

PLACE: Bangalore.

(F.FRANCIS XAVIER)

