Operation Work Flow

Setting a Benchmark

Start: June 10 2019
General Manager to Set and brief

5 Days

Approval of Benchmark

By Chairman
1 Day

Routine Inspection Begin

Start: June 17 2019

Report Gathering

All issue from inspection required to be added in report
Start: 10 June 2019

Report Issue to Operation Mgr/ Asst Operation Mgr

4 Months / Years

Team Work

Provide Solution considering cost and benefit of company as overall

Each Reported Issue

GM

AOM

OM

Execution

Follow Up Hotel Co-ordinator according to the timeline

Daily Basis

Result

Provide Result
Drive Business and Achieving Staff's KPI

Reviewed by

Ravi Prabhakaran

Acknowledge & Authorized by

Vishnu Balan

Sales Work Flow

GM Providing Sales Target Forecast

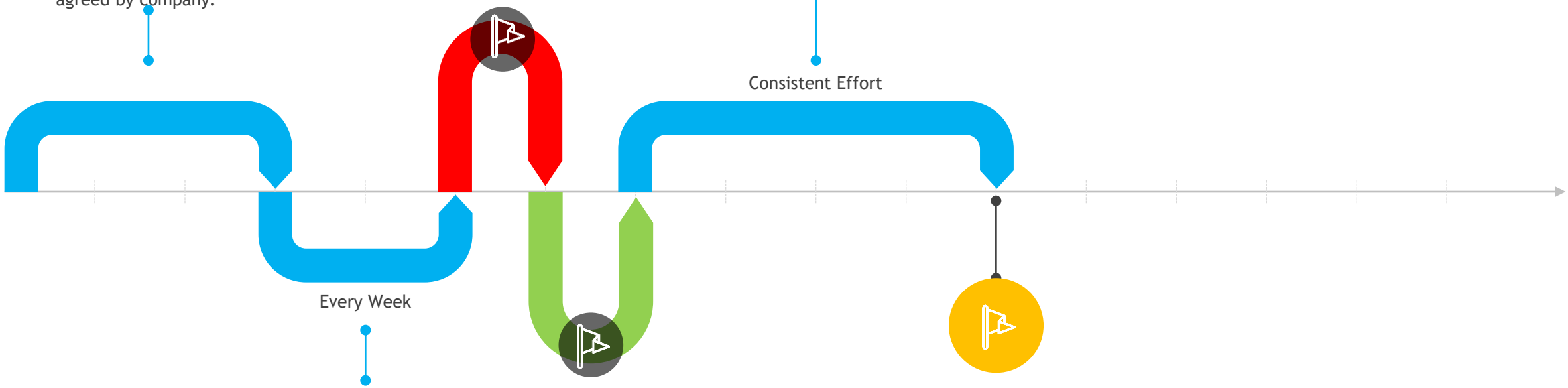
Beginning of Every Year agreed by company.

Counter Measurement

GM and RM planning on improvising sales and update to Mr Ravi.

Overall Result

Consistent Effort



Every Week

Every Monday & Friday Sales Report

2 Days

Report given to Chairman

Close Monitoring

Track Result of Changes with Weekly Report

Every Monday and Friday

Result

Provide Result

Drive Business and Achieving Sales KPI

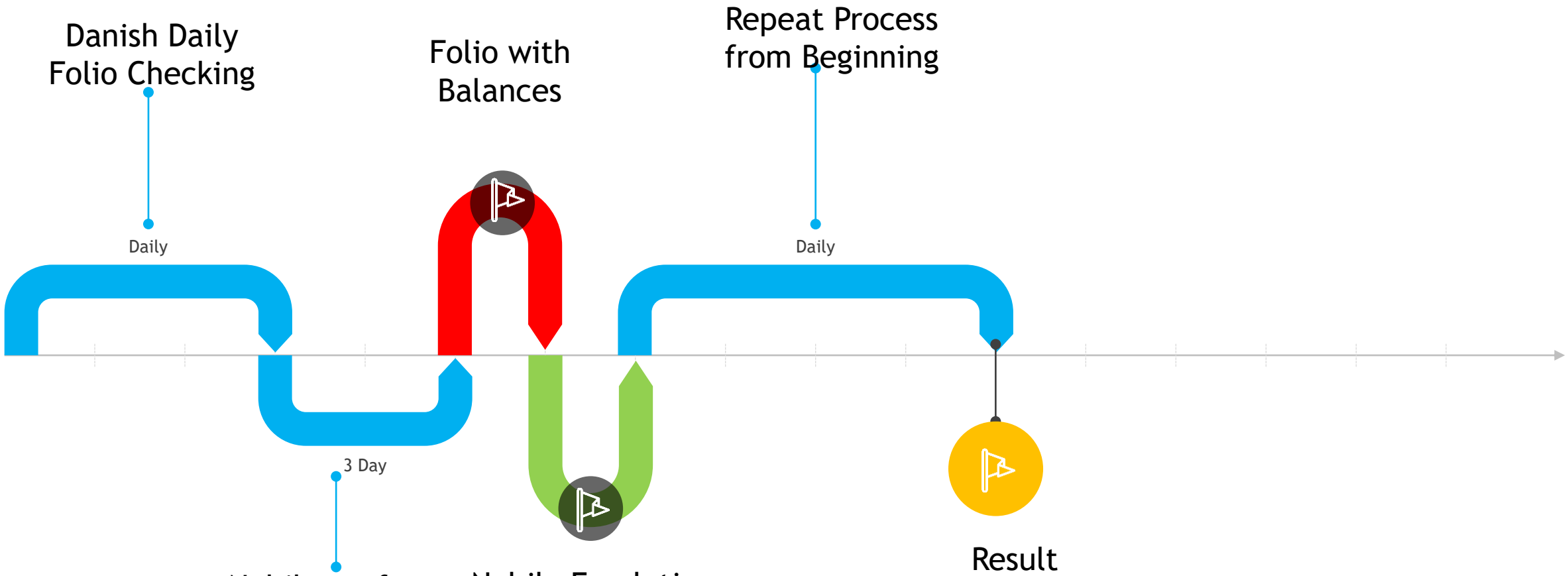
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Revenue Tracking Work Flow



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