

**Whats app Mobile:+971504753686**

**Gulfjobseeker.com CV No:259984**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

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**OBJECTIVES**

To work for a progressive organization in a highly motivating and challenging environment

that provides the best opportunities to grow and utilize my potential to the fullest to

achieve the organization’s goal while achieving my personal goals.

**PERSONAL STRENGHT:**

* Willing to work hard
* Creative and Resourceful
* Sense of Responsibility
* I.T. skills including experience in Microsoft Office (Word, Excel, Power point)
* Written and verbal communication skills
* Dedicated and Loyal
* Well-organized & Task oriented
* Quick learner, keen to learn and improve skills

**JOB EXPERIENCE:**

**Super Clean Service Corporation**

December 16, 2015 - Present

**Position:** Housekeeping Attendant

* Responsible for cleaning of the rooms in the cleaning of public areas or in the laundry according to company standards and guarantee highest quality;
* Need to work as Team player;
* Keep all equipment clean, tidy and well maintained;
* Have a complete understanding of the different cleaning products and tools under use;
* Carry out special jobs, projects, tasks according to the needs of the hotel.
* Report damage or missing items to the supervisors;
* Report and deliver any lost and found property in the rooms, public areas or back of the house to the supervisor;
* Attend special guest request in a courteously and promptly way;
* Be ready to give a personalized experience to our guest;

**Power Master Incorporated**

March 01, 2012 – December 15, 2015

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* Report damage or missing items to the supervisors;
* Report and deliver any lost and found property in the rooms, public areas or back of the house to the supervisor;
* Attend special guest request in a courteously and promptly way;
* Be ready to give a personalized experience to our guest;
* Attend daily buzz meetings, and participate in a proactive way

**Jollibee Corporation**

May 28, 2011 – May 15, 2012

**Position:** Service Crew

* Undertake group meal preparation, cooking, serving, cleaning, laundry and washing up.
* Fully aware of all the safety policies and procedures ensure that they are adhered to at all times.
* Assist in general maintenance where necessary, including maintenance of the grounds, equipment and building.
* Greet customers entering establishments.

**SPECIAL SKILLS:**

* Computer Literate
* Computer Repair
* Microsoft PowerPoint and Microsoft Excel

**EDUCATIONAL BACKGROUND:**

**College University of Manila**

Bachelor of Science in Computer Science

2006-2009 (Undergraduate)

**Secondary**  **Dr. Josefa Jara Martinez High School**

2002 – 2006

**Primary**  **Tatalon Elementary School**

1997 - 2002