**OBJECTIVE**

To work in a motivating environment where I can apply my knowledge and enhance my skills and to serve the firm to the best of my effort. Assume a suitable position in a reputable company where there are opportunities for a career development motivation and utilization of my skills to excel with them by serving with hard work and integrity.

**SKILLS**

* Self-motivated, proactive and hardworking
* Basic computer skills
* Efficient and well behaved person
* Can offer a warm and friendly greetings to the guest
* Ability to operate cleaning machines used specifically in the hotel

**WORK EXPERIENCE**

Company : **Cleanco Cleaning Services, Co.**

Position : Public Area Housekeeping Attendant

Designated Area :Madinat Jumeirah Hotel

From : June 2015 up to the present

Duties and Responsibilities:

* Follow the work instructions given by the team leader on duty.
* Checking the pantry and preparing the cleaning equipment required for the assigned task.
* Maintaining the cleanliness and orderliness of all the public area assigned.
* Lift and ornaments polishing, floor scrubbing, carpet wet and dry shampooing, gloss and buffing vinyl floor, floor mopping and vacuuming.
* Report any damages to the team leader and raise work order if any needed.
* Report lost and found to the team leader and give handover to the security.
* Maintaining grooming standard and following the standard operating procedures in the hotel.

**Dubai World Trade Center**

Position : Waitress(F& B Hospitality Department)

From : March 2015 to June 2015

Duties and Responsibilities:

* Familiarizing and knowing the different kinds of menu and beverages to be served to the guest.
* Preparing the proper table set-up of cutleries, plates and wine glasses required for the event.
* Greet the guest with a warm smile and attain to their needs and request.
* Serve food and beverages with proper timings as instructed by the superior to the guest.
* Proper table clearing of all the plates, cutleries and glasses after the occasion

**Dubai Ladies Club**

Position : Housekeeping Attendant

Designated Area : Al Asalla Spa

From : May 2014 to March 2015

**Estrellita Petroleum Service, Inc**.

Position : Cashier

From : January 2009 to December 2010

**Domestic Helper**

From : June 2005 to February 2008

**EDUCATIONAL ATTAINMENT**

Course : Bachelor of Science in Accountancy

School : University of Mindanao

Year Graduated : June 1999 to October 2002

**PERSONAL PROFILES**

Nationality : Filipino

Gender : Female

Marital Status : Single

Languages Known : Arabic, English and Tagalog

**First Name of Application CV No:** **1669584**

Whatsapp Mobile: +971504753686

