**Marites**

**Marites.335875@2freemail.com**

**OBJECTIVES**:

 **I want to succeed in a stimulating and challenging environment that will provide me with advance opportunities. I am seeking a Competitive and Challenging Environment where I can serve your Organization and establish a career for myself.**

**EMPLOYMENT** **BACKGROUND:**

* **Housekeeping Supervisor** **( Al noor Hospital khalifa branch Abu Dhabi UAE) Sept. 16, 2016 until Jan. 16, 2017.**

 **Job description:**

* **Be completely familiar with and carry out policies and procedures set forth by the hospital.**
* **Supervise, correct and retrain colleagues when the latter does not work to the hospital standards.**
* **Prepare daily schedule of room/house attendant and to colleagues accordingly.**
* **To be familiar with Standard Operating Procedure and conduct training in accordance to work instructions.**
* **Control and maintain cleanliness of rooms, corridors and service areas on a daily basis.**
* **Supervise proper care and use of equipment, linen lockers, carts, cleaning and guest rooms supplies.**

* **Team Leader cum Housekeeper (Cleveland Clinic Abu Dhabi) march 14, 2014 until Sept. 15, 2016 .**
* **Maintain all assigned areas in a clean and sanitary condition.**
* **Clean sinks, Tubs, Showers and Toilets according to prescribed sanitary standards.**
* **Polish fittings and fixtures**
* **Empty trash receptacles and ensure proper compaction of surgical waste according to hospital policies.**
* **Clean and disinfect patients bathroom and public restrooms.**
* **Mix appropriate quantities of cleaning liquids and chemicals in accordance with state safety regulations.**
* **Take and address patients complaints regarding housekeeping services.**
* **Maintain a clean and organized storage area for cleaning equipment and supplies.**
* **Domestic Helper/ Private Family ( Dubai United Arab Emirates) April 2011 until April 2013.**
* **Production Operator (Imus Cavite Philiipines) Jan. 2004 until jan.2006**

 **TRAINING** **BACKGROUNDS:**

* **Personal Protective Equipment**
* **Waste Management Removal**
* **Cleaning Techniques**
* **Manual Handling**
* **Basin Cleaning**
* **Hand Hygiene**
* **Fire Safety**
* **Chemical Safety**
* **Royal Protocol**
* **Electrical Safety**
* **Infection Prevention and Control**
* **Carpet vacuuming Cleaning**
* **Sharp Handling Disposal**
* **Ladder Safety**

**ACHIEVEMENTS BACKGROUNDS:**

* **EMPLOYEE OF THE MONTH – JANUARY 2016**

**Cleveland Clinic Abu Dhabi, U.A.E.**

* **EMPLOYEE OF THE MONTH - SEPTEMBER 2015**

**Cleveland Clinic Abu Dhabi, U.A.E.**

* **HSEQ CHAMPION – FEBRUARY 2016**

 **Cleveland Clinic Abu Dhabi, U.A.E.**

* **HSEQ 1ST.RUNNER UP – JANUARY 2016**

 **Cleveland Clinic Abu Dhabi, U. A. E.**

* **TEAM EXCELLENCE AWARD – SEPTEMBER 2015**

 **Cleveland Clinic Abu Dhabi, U.A.E.**

 **EDUCATIONAL BACKGROUND:**

 **SHORT COURSES ATTENDED:**

* **MICROSOFT OFFICE WORD FUNDAMENTAL COURSE**

 **September 9, 2016 Abu Dhabi United Arab Emirates**

* **EXCEL – BASIC COURSE**

 **July 22,2016 Abu Dhabi United Arab Emirates**

 **COLLEGE**: **SOUTHERN LEYTE STATE UNIVERSITY SOGOD**

 **COURSE: EDUCATION MAJOR IN GENERAL EDUCATION**

 **YEAR: 2000-2002 UNDERGRADUATE**

**SECONDARY:**

 **BONTOC NATIONAL HIGHSCHOOL**

 **BONTOC SOUTHERN LEYTE**

 **YEAR: 1996-2000**

**PRIMARY:**

 **ESPERANZA ELEMENTARY SCHOOL**

 **ESPERANZA BONTOC SOUTHERN LEYTE**

**PERSONAL FILE:** **Date of Birth : May 07,1983 Place of Birth : Bontoc Leyte Philippines Civil Status : Single**

 **Height : 5’2 ft.**

 **Citizen ship : Filipino**

 **Religion : Roman Catholic**

 **Language : English , Tagalog , Arabic**

 **I certify that the information given above is correct to the best of my knowledge and that I have not withheld any information which might reasonably be considered to adversely affect my fitness for employment.**