

 **JAMES**

**JAMES.338028@2freemail.com**

**PERSONAL INFORMATION**

Date of Birth: 29th May, 1983
Nationality: Ghanaian
Marital Status: Married

**CAREER OBJECTIVE**An individual eager to contribute his abilities to the success of a company through team work.

**CAPABILITIES, STRENGTHS AND INTERESTS**A good communicator and maintains healthy interpersonal relationships with people through team work, with aim of achieving company goals and objectives.

Responsible, creative, dedicated, intelligent and hardworking with the ability to handle multiple tasks simultaneously.

**EDUCATION FROM TO**

Ashaiman Senior Secondary School 1999 2002

Oninku Drive 2 Junior Secondary 1996 1999

Presbyterian Primary School 1990 1996

 **WORK EXPERIENCE**

**JW Marriott Dubai**

Housekeeping Attendant

August 16th 2016 – Present

Responsible for cleaning one floor of 17 deluxe rooms with up to 24 credits daily

Maintain a trolley stocked with all amenities, collateral and supplies

Keep pantries and corridors in good condition

Report maintenance and security issues to the relevant departments Handle guest requests or concerns quickly and effectively

Handle lost and found property according to the policy and procedures of the hotel

 **Marriott Marquis City Centre Doha**

Housekeeping Attendant

June 2015 – July 2016

Responsible for cleaning one floor of 17 deluxe rooms with up to 24 credits daily

Maintain a trolley stocked with all amenities, collateral and supplies

Keep pantries and corridors in good condition

Report maintenance and security issues to the relevant departments

**Villa Victoria Hotel**

General Supervisor

July 2013 –June 2015

Responsible for inspecting guest rooms and all public areas

Supervise room attendants during daily duties

Assign rooms to be cleaned by attendants

Setting up for events

Checking guests in and out

Handle guest requests

**Crismon Hotel Tema**

Housekeeping Supervisor

September 2012 – June 2013

Responsible of supervising the work of on duty staffs

Issue cleaning equipment and supplies to the staffs for respective duties

Confirm with the front office for special guest request such as flower arrangement in the room.

Ensure that arrival rooms are made ready on time

Update the system with real time status of room occupancy and the cleaning status

Ensure that public areas are regularly cleaned, especially during events and functions

Prepare shift closure report

Give and take proper handover at the end and the beginning of the shift.

Coordinate with the housekeeping manager for conducting the performance appraisal

**African Regent Hotel**

Guest Room Attendant

February 2007 – May 2011

Cleaning of guest rooms to meet the standards of the hotel.