

Contact HR Consultant for CV No: 2046150

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 Ganesan Munusamy Srikanthan

Personal Profile

Name : Sri kanthan

Date of birth : 27-12-1991

Nationality : Sri Lankan

Sex : Male

Marital status : Single

Visa status : Employment Visa

Language know : English, Hindi, Tamil, Sinhala

Religion : Christian

Job Purpose

* To manage the work of the Cleaning Staff which will include training, instructing and supervising
* To undertake, as part of the team, the cleaning of designated areas to ensure that they are kept in a clean and hygienic condition

Duties and Responsibilities

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| * To supervise the quality and standard of caretaking and cleaning services
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| * To do the supervision of the cleaning service staff, including the allocation of workloads, monitoring progress and performance, determining work priorities, paying particular attention to productivity and quality control through regular site.
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| * To control and monitor the correct use of appropriate cleaning materials in the site.
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| * To control and monitor the use of equipment in the site, arranging the repair or renewal of equipment and make recommendations to the Manager.
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| * To monitor stocks of cleaning equipment and materials in order that orders can be placed on a timely basis.
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| * To maintain the cleaning reports and schedule the annual leave of the cleaners.
* Maintain cleaning staff attendance logs and timesheets for submission to the Finance Officer or area supervisor.
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Education

* **[**(G. C.E - O/L) secondary class. (Dikcoya Tamil maha vidyalayam,

 Dickoya-Hatton, Sri Lanka)

**Work Experience**

**[2011 – 2012] [Sales Executive Representative]**

 **[Careems International. Srilanka]**

**[2014 – 2017] [House keeping site supervisor]**

 **[. UAE.]**

**Skills**

* Knowledge of clerical and administrative procedures.
* Knowledge of consumer service practices and principles.
* Good communication skills and professional personal presentation.
* Should be honest, respectful, and trustworthy.
* Maintaining & repair electric items.

Declaration

I hereby declare all the above mentioned facts are true and correct.

**Your Faithfully**

 Sri kanthan