**CURRICULUM VITAE**

 **SILANG**

Email add: silang.353627@2freemail.com

**Objectives:**

* To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

**WORKING EXPERIENCES:**

**EMRILL SERVICES LLC :**

July 13,2015 up to present

Housekeeping Supervisor

Etihad Airways- Crew Briefing Centre

Abudhabi Airport

**Job Descriptions:**

* Ensure to follow and maintain the Health and Safety manners of operatives and property.
* To ensure to follow Standard Operating Procedure at all time.
* Supervising the daily cleaning of assigned areas to the highest standards.
* Ensures all duties are performed in an efficient and effective manner with proper utilization and care of department products and equipment.
* Managing a stock control and ordering system to ensure availability of stock and cost control to maintain costs to a minimum..
* Ensures all duties are carried out in a manner which does not cause risk of injury to clients and staff
* Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness.
* Investigates complaints regarding housekeeping service and equipment, and takes corrective action.
* Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.
* Inventories stock to ensure adequate supplies.
* Makes recommendations to improve service and ensure more efficient operation.
* Prepares reports concerning proactive and reactive works ensuring control documents are under IMS policy.

**MAB FACILITIES LLC.**

September 2013 – June 2015

Team Leader

Yas Mall, Yas Island

**Job Descriptions:**

* Ensuring the required standards of cleanliness are met
* Ensure staff are working appropriately in designated areas
* Be responsible for the reporting of any equipment that is faulty and ensuring it is repaired (any cost implications to be passed through Manager.)
* Ensure team breaks are taken appropriately
* Be the first point of contact for any housekeeping issues
* Deal with any immediate staff issues that arise – escalating and seeking support from Line manager where required.
* Ensuring a swift response to cleaning emergencies or priorities that arise in any department.

**ROYAL SERVICES LLC.**

August 2011 – January 2013

Cleaner

Doha, Qatar

**Job Descriptions**:

* Maintains the cleanliness, neatness and organization of the assigned wok.
* Initiates and monitors shift check lists for proper completion of tasks.
* Performs daily deep cleaning of designated areas as assigned by the Housekeeping Supervisor in accordance to the standards and procedures.
* Maintain complete knowledge of correct maintenance and use of equipment. Use equipment only as intended
* Use correct cleaning chemicals for designated surfaces, according to company regulations and requirements.
* Report any damages or maintenance problems to the Supervisor.
* Turn over any lost and found items to the Supervisor.

**TRAINING EXPERIENCE:**

FIRE WARDEN

At Etihad Head Quarter

Abu Dhabi - 2015

FIRST AIDER

At Etihad Head Quarter

Abudhabi City - 2016

BIC’S TRAINED

Etihad Center- Abudhabi

MU1-3

BU1-2-3-6-12

AU1 & 5

 **PERSONAL PROFILE:**

Date of Birth : November 12,1983

Place of Birth : Mindoro,Philippines

Civil Status : Married

Citizenship : Filipino

Height : 5’01

Weight : 110 lbs

Religion : Islam

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

 **Applicant’s Signature**