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| **SYED**  [**Syed.361345@2freemail.com**](mailto:Syed.361345@2freemail.com)  **Dubai, UAE**  **PERSONAL INFORMATION**  Date of Birth :06/04/1978  Nationality : Indian  Religion : Islam  Marital status : Married  Experience : 14 years  Visa status : Visit Visa  Languages : English,Hindi,Arabic  Tamil, Malayalam  **STRENGTHS**   * Organizing Skills and Leadership * Energetic & capable of working with minimal support * Analyze the strategy and work according to it * Work with Team   **CORE COMPENTENCIES**   * Adaptability * Time management * Proactive * Excellent working knowledge of Microsoft office packages. * Provide effective Customer service | **OBJECTIVE**  An optimist with effective communication skills and aim for the excellence and perform at the best of my ability & Dexter for the growth of organization and self-development to achieve key performance and service level targets.  **PROFILE**   * More than 14 years of strong experience in housekeeping field. * Excellent supervisory skills * Adopt at communicating effectively with client and staff. * Strong client service focus. * Excellent people skills and ability to interact with a wide range of client staff and demands. * Able to prioritize tasks.   **Roles & responsibilities**   * Check & ensure the grooming of cleaners. * Giving tool box training & briefing about health and safety. * Check and ensure the area cleaned and hygienic * Preparing daily attendance, off list schedule & cleaning schedule. * Train new employees to carry out cleaning activities in sync with company directives * Giving training to handle machineries * Complaint and problem are resolved and request for special service carried out. * Work closely with Facility Management, and security to assure group and special functions are handled smoothly. * Inspecting the work of cleaners for conformance to prescribed standards of cleanliness. * Reporting any maintenance issues to senior Maintenance Managers. * Carrying out various cleaning tasks. * Ensuring that housekeeping materials and equipment are maintained and used correctly. * Managing all handovers in a professional manner. * Assign duties to employees. * Maintain a log of the daily tasks allocated and completed * Working with a KPI (key performance indicator) cleaning standard   **Experience:**   * Worked at **MBM (Modern Building Maintenance)** as a housekeeping supervisor in **MEYDAN GROUP L.L.C,**   Dubai from Jan-2016 to Jan-2017   * Worked with **AMBIENZ BULIDING MAINTENANCE**, as a housekeeping Supervisor in Residential Commercial building **DAMAC EXECUTIVE BAY TOWER,**   Dubai- U.A.E from May-2013 to Dec- 2015 |

* Worked with **LIBRA SECURITY & CLEANING SERVICE**, as a housekeeping Supervisor in Residential building **DAMAC EMIRATES GARDERN-1**

Dubai- U.A.E from Oct-2010 to Mar-2013

* Worked with **Flora Resort** in Malaysia as a housekeeping Team Leader from Sep-2008 to Aug-2010.
* Worked with **ABU DHABI NATIONAL HOTEL (A.D.N.H)** as a housekeeping Supervisor**,** under Zones Corp

Abu Dhabi- U.A.E from Jul-2005 to Jun-2008.

* Worked with **NEW CLEANING ESTABLISHMENT (N.C.E)** as a housekeeping Supervisor in Zayed Military College

Al Ain- U.A.Efrom Apr-2002 to Feb-2005.

**Educational Qualifications**

* Higher Secondary School from Government Higher Secondary School, Tamilnadu, India
* Secondary school leaving certificate from Government Higher Secondary School, Tamilnadu, India

**Computer Proficiency**

* Office Management- MS Word, MS Excel, MS PowerPoint and Internet.
* Operating Systems- Windows XP, Windows 2003 ,Windows Vista

**achievement**

* Best Employee of the Month Award – 2014 **DAMAC Luxury Facility Management**
* Best supervisor Award – 2011 **LIBRA SECURITY & CLEANING**