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| **SYED** **Syed.361345@2freemail.com****Dubai, UAE****PERSONAL INFORMATION**Date of Birth :06/04/1978Nationality : IndianReligion : IslamMarital status : MarriedExperience : 14 years Visa status : Visit VisaLanguages : 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**