**CURRICULUM VITAE**

**BEATRICE**

**BEATRICE.363698@2freemail.com**

**Post Apply For The Housekeeping & Cleaning Job**

**CAREER OBJECTIVE:**

I am looking forward to join a progressive company where I can use my abilities to the maximized effect and growth of the organization.

As me being potential & professional I feel confident that I can achieve a level of performance which is nothing short to perfection and that your organization would provide the space for such growth and development.

**EDUCATION QUALIFICATION:**

* **Kenya Utalii College.**
	+ **Secondary High Education Certificate in Kenya.**
	+ **Primary Education Certificate in Kenya.**

**LANGUAGES KNOWN:**

|  |  |
| --- | --- |
| ****English Fluent in | : Speaking Reading and Writing. |
| ****Swahili Fluent in | : Speaking Reading and Writing. |
| ****Basic Arabic | : Speaking. |
| **WORK EXPERIENCE:** |  |  |
| **Company Name** |  |  |
| **Position Title** | **: Housekeeping.** |
| **Duration** | **: 02** | **Year.** |
| **Company Name** | **: Al Fahid Cleaning Company. in OMAN.** |
| **Position Title** | **: Housekeeping** |
| **Duration** | **: 01** | **Year.** |
| **Domestic worker** | **: 01** | **Years** |



**DUTIES RESPONSIBILITY:**



Sweep, mop, scrub, dust, wax and polish furniture, windows, floors, wall, furnishings, equipment, and hardware.



Clean and disinfect washrooms, laboratories, and bedrooms. Move equipment and furniture.



Remove soiled and contaminated dressings and supplies. Keep bathroom supplied with paper, towels, and soap. Order and distribute custodial supplies.



Collect and dispose of waste and garbage. Maintain inventory.



Servicing bedrooms to the required standard, using cleaning materials/equipment.

Supply & replace essential toiletries and breakfast items. Responsible for the housekeeping standards in the hotel, gym and spa.



Providing an efficient and comprehensive housekeeping service. Ensuring that repairs are reported and carried out as quickly. Maintaining flowers in vases.



Change & machine wash towels & Spanish-style bed sheets & also iron bed sheets. Completing daily and weekly cleaning schedules.



Removing any broken or damaged furniture. Proactive reporting of all health and safety issues.



Economical and safe use of housekeeping supplies and equipment. Informing guests of hotel facilities.



Collection of food trays and retuning them to the kitchen of food trolleys. Disposing of rubbish from rooms, taking it to the skip.



Managing materials costs & minimizing wastage.

**PERSONAL APPRAISAL:**

Good communication skills. Sincere, Honest and Dedicated.



Hardworking, Self-motivated and result oriented. Achieve sales targets set by the management.



Amazing ability to walk, sit and stand for long times without getting tired.



.Excellent communication skills. Good communication skills. Disciplined and Sociable. Ability to work under pressure.



Strong organization and motivation skills. Creative thinker, enjoy challenging young minds.



Forthright and assertive, friendly competent and hard working employee. Very enthusiastic, quickly establish strong relationship.



**PERSONAL DETAILS:**

Date of Birth : **20th** **October, 1995**

Gender : Female

Marital Status : Single

Religion : Christian

Nationality : **Kenya**

Visa Status : **{Visit visa}.**

**HOBBIES:**

****Reading, Traveling, Socializing, Meeting new friends, listening to music, swimming.****

**DECLARATION:**

I hereby assure you that all the above-mentioned information is true and correct to the best of my knowledge and belief. If given a chance to serve under your control I am assuring that I shall discharge my duties to the fullest satisfaction to my superiors.