 ABONGNI

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Job Objective:

To work in a result-oriented company in which I can apply my skills and experience in order to contribute in the continuous growth and strength of the property with over five years experience as a house keeping attendant.

Personal Attributes:

* Ability to work with little or no supervision.
* Youthful and physically fit.
* Resilient and ready to accept hand on responsibility
* Dynamic interpersonal Relationship and willingness to work in any area

WORK EXPERIENCE

HOUSE KEEPING TEAM LEADER (EMRILL SERVICES LLC. SEPT 2013-OCT 2014.

DUTIES AND RESPONSIBILITIES

* Ensure housekeeping staff deliver cleaning services safely and in accordance with specific task instructions by the supervisor, manage work assignments are completed within specific time frame
* Ensure housekeeping staff wear personal protective equipment as instructed and work assignments are completed in a safe manner
* Follow directions from site facilities management regarding housekeeping operations and other tasks as directed by facility manager, report critical and potential business related issues/information to the site manager and area operations manager
* Ensure relevant community rules are completely understood and brief the same to staff on daily briefings, maintain discipline of housekeeping staff within remit and area of responsibility
* Pro-actively support housekeeping operations at specific locations, communicate with all housekeeping on all business related information and operational related matters
* Support health and safety coordinators at site level ensuring all housekeeping staff are fully conversant with the dangers of their role and specific tasks
* Engage at site level with client, customers and general public and to remain calm, confident and polite at all times, mentor all direct reports, identify and correct areas for improvements
* Be aware and familiar with basic fire prevention and response procedures, systems and fire evacuation procedures to minimize security risks, assist local authorities in emergency situations in the site

1. HOUSEKEEPING ATTENDANT 2012 APRILL TO MARCH 2013 AYABA HOTEL CAMEROON.

Responsibilities

* + Ensure that all lost and found are handed over to the supervisor, security or help desk as per procedures
  + Maintain good professional relations with clients and ensure that all clients feedback both good and bad are reported to the supervisor
  + Report any leakage, damaged or any safety issue to the supervisor
  + Ensure that all cleaning tools used during working hours are are cleaned

HOUSEKEEPING SUPERVISOR TOWN VIEW HOTELS ANNEX 2011-2013 MARCH

SEMINARS/TRAININGS:

* BICS TRAINING
* Machine operator
* Customer service

SKILLS:

* Computer literate (Microsoft Office - Word, Excel, Power- point, Internet & E-mail, Outlook, Access, Microsoft Windows .

STRENGTH:

* Knowledge of Housekeeping Task and Procedures
* Knowledge of Chemicals, Machines & Cleaning procedure
* Integrity and trustworthiness and dedicated
* Customer /guest focus, motivational skills
* Interpersonal and intercultural skills
* Planning and organizational skills and Training Skills
* Communication and listening skills

PERSONAL DETAIL

Birthday: JAN 1st 1990

Religion: christian

Status: Married

Nationality: Cameroon

Languages: English, /French

Visa status: Tourist

I hereby declare that all the above information is correct and true to the best of my knowledge and integrity.

Certificates are available upon your request