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*waseem*

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**OBJECTIVE**

Please accept my enclosed resume as an expression of interest in exploring Employment opportunities within. your organization I am a candidate worth of consideration and well respected in profession as an upstanding working individual who can be counted onto "get the job done" thank you for your time end consideration .I am certain that I can be a contributing member of your company. I look forward to hear a positive response from your end.

**EXPERIENCE:**

**Working as Room attender in Arjaan by Rotana** From March 2013 to March 2016.

**Job Responsibilities:**

• Perform cleaning duties such as sweeping and mopping floors in guest rooms, offices, hallways and reception areas  
• Dust and polish furniture in rooms and lobbies and ensure that all fixtures such as lights and chandeliers are cleaned properly  
• Vacuum carpets and rugs in rooms and other hotel areas and occasionally shampoo them according to provided instructions  
• Wash and sanitize bathrooms and replenish supplies such as soap, shampoo, toilet paper and towels  
• Mix cleaning agents in appropriate portions and ensure that they are safely used and stored according to safety policies and procedures of the hotel  
• Empty ashtrays and waste bins and ensure that all waste material is properly and safely disposed of  
• Check stock levels of cleaning and sanitizing supplies and equipment and create and maintain effective liaison with suppliers for prompt delivery of both  
• Create and maintain detailed inventory of cleaning supplies according to specified rules and regulations  
• Ascertain that laundry services are properly coordinated for all guests to minimize complaints and dissatisfaction  
• Accept complaints and suggestions in a graceful manner and ensure that they are addressed according to protocol

**CROSS TRANING :**

As Housekeeping Supervisor from 2nd May 2014 to 28th January 2015 and has achieved the standard required for the award of this certificate.

***Achienement:***

* Certificate of Excellence from Housekeeping Department Colleague of the Month of December 2013.
* Certificate of Achievement has successfully achieved 1st Position in White Glove Programmer From 1st October to 31st December 2014.
* Letter of Appreciation for cleaning heavy duty machinery from General Manager Arjaan by Rotana 22nd February 2016.

**PERSONAL DATA**

Nationality Pakistani

Date of Birth 08-09-1979

Visa Status visit

**HOBBIES & GAMES:**

Traveling and learn more about cooking, cricket

**LANGUAGES**

ENGLISH, URDU

**QUALIFICATION:**

Secondary School Education Gujranwala Board

Diploma in Computer Science DCS one Year

English Language from PACC (Karachi)

**REFERENCE**

Will be provided on demand