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**JOHN**

[**JOHN.367275@2freemail.com**](mailto:JOHN.367275@2freemail.com)

**CAREER OBJECTIVES**

To be in a career building organization that provides opportunities for career advancement in order to develop strong relationship and enhancing new skills.

**SKILLS, INTERESTS, AND COMPETENCE**

* Excellent analytical and problem solving skills.
* Good interpersonal and communication skills.
* A fast learner with adaptation of situations, challenges and or environment.
* A pleasant personality, well groomed and a team player.
* Computer literate

**PERSONAL DETAILS**

Date of birth : 25 August 1985

Gender : Male

Marital status : Single

Visa status : Employment visa

Visa expiry : 29 October 2018

Nationality : Malawian

**WORKING EXPERIENCE**

Company : OCS facilities management

Location : Valiant Hospital

Date : July 2016 up to date

Designation : Housekeeping Team leader

**Duties and responsibilities;**

* Ensuring staff deliver cleaning services safely and in accordance with specific task instructions.
* Ensure all housekeeping staff wears Personal Protective Equipment (PPE) as instructed and work assignments are completed in a safe manner.
* Ensure work assignments are completed within the specified time frame.
* Take the necessary instructions regarding housekeeping operations.
* Ensuring daily briefings to staff are been done.
* Maintain discipline of all housekeeping staff within remit and area of responsibility.
* Respond efficiently and effectively to all housekeeping related incidents.
* Mentoring all direct reports, identify and correct areas for improvement
* Communicating with staff on all business and operational related information.
* Conducting Health and Safety inspection as required.

Company : Mab Facilities Management LLC

Location : The Dubai Mall (Reel Cinema, Kidzania)

Date : July 2014 to July 2016

Designation : Housekeeping Attendant

**Duties and responsibilities:**

* Maintaining the cleanliness of the cinemas as whole.
* Attending to customers requests and assisting them whenever necessary.
* Assisting customers by giving them directions to their desired destination within cinema premises.
* Assisting the protocol when screens are closed.
* Cleaning of the cinema halls.
* Attending kids and any duties as assigned

Date : Feb 2013 – March 2014

Company : **Japanese Tobacco Ltd (Malawi)**

Designation : Assistant clerk

**Duties and responsibilities:**

* Checking of reports from sales department.
* Compiling of reports as requested by accounts department.
* Collection of reports from company branches.
* Research for projects of the manager.

Date : April 2008 – December 2012

Company : **Safe-Tech Ltd (Malawi)**

Designation : Security Guard

**Duties and Responsibilities:**

* To listen and respond quickly and correctly during crisis
* Observing, checking, monitoring and reporting
* Maintain order among people
* Clearly visible at all times while on duty.

**ACADEMIC QUALIFICATION:**   
Malawi school Certificate of Education at Lilongwe High school in 2005

**TRAINING ATTENDED**

British Institute of Cleaning science (BICSc) In Housekeeping – 2015

EMAAR under The Dubai Mall in Customer Service - 2015

**HOBBIES**

* Travelling and sight seeing
* Watching and playing football

**REFEREES**

Referees are available upon request.

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