**IVER**

**IVER.367602@2freemail.com**

**Job Objective**: To supervise cleanliness and orderliness of all areas thoroughly, with the key aim of enhancing the customer experience by having excellent standards of facilities cleanliness. Offer exceptional skills in cleaning and demonstrated expertise in using modern equipment to maintain a luxurious and inviting premise.

**Job History**

Buildings & Housing Supervisor 4 years

Housekeeping Team Leader 2 ½ years

Housekeeping Supervisor 2 years

**Oct. 15, 2015 up to Present: Camp Supervisor**

Azmeel Contracting Company

NGFC Thuwal China Camp

Thuwal Jeddah Saudi Arabia

**Duties Responsibilities:**

* We work as a Camp Bosses, and oversee the performance of other accommodation team members.
* We can’t handle Camp capacity more than one thousand five hundred people.
* Assist with training ,weekly staff meetings and supervising staff with guidance of the camp

Administrator.

* Prepare with the attendance list and tracking attendance (sign in/sign out sheets)
* Coordinate employee engagement activities in accommodation.
* Submit monthly reports including Occupancy report. Maintenance and Complains/suggestion report.
* Design and maintain communication message (i.e. bulletin boards, flyers, accommodation meetings etc.) to convey information to AST employees.
* Responsible for ensuring an Accommodation representative responds to all emergency situation, that necessary reports are prepared and that HR Manager are notified where appropriate.

**July 15, 2011 to June 20, 2015: Building & Housing Supervisor**

Saudi Aramco Facility Offices

KAUST and Thuwal Project Development

Thuwal, Jeddah

**Duties Responsibilities:**

* Supervise 65 personnel working in 5 Buildings of Saudi Aramco Facilities & Housing
* Checking the work of housekeeping staff if it is properly done
* Received complaints and take the necessary action
* Supervise room cleaning and replenishing supplies
* Plan schedules for housekeeping staff and monitor their attendance
* Hand out individual work assignments to housekeeping staffs
* Ensure training of new hires
* Issue supplies to housekeeping staff at the beginning of each shift
* Ensure that the offices are checked and ready before occupying.
* In charge in coordinating and supervising of furniture replacements and relocation.
* Report to maintenance all aspects of the building's exterior for the duration of the project including roofing, guttering, windows and walkways, to ensure office occupants safety.
* See to it that all toilets are always clean and complete with supplies

**Nov. 05, 2008 to March 08, 2011: House Keeping Team Leader**

Abu Dhabi National Hotel Compass UAE

Etisalat Academy Muhaisnah 1 Dubai UAE

Etisalat Hotel, Sport And Leisure Club

**Duties & Responsibilities:**

* Clean rooms, lounges, lobbies, bathrooms and hallways
* Vacuum and wash carpets and rugs
* Empty wastepaper baskets and ashtrays
* Transport trash to waste disposal equipment
* Dust and polish wooden surfaces and furniture
* Replace light bulbs and repair fixtures
* Replenish bathroom and mini bar supplies
* Notify supervisor when service is complete
* Monitor and control supplies and amenities, and minimize waste within all areas.
* Turn in and/or log and all lost and found items according to established procedure.

**Aug. 20, 2006 to Sept.25 2008: Housekeeping Supervisor**

La Hacienda Hotel

Arnaldo, Blvd. Tanque, Roxas City

(Capiz ) Philipines

**Duties & Responsibilities**

Supervise the following:

* Cleanliness and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash etc.
* May include cleaning of kitchen areas, refrigerator, coffee maker, cups, glasses, etc.
* Cleaning and set up all guest rooms and common areas for opening
* View all unit types in building and understand amenities in building
* Understand how everything operates in guest room ie. Fireplace, windows, etc.
* Ensuring all keys are correct and function
* Any other reasonable request as per request by a Central Reservations Manager

**SEMINAR/TRAININGS:**

**Room Attendant**

Fil Work Training Center

Paco Manila Philippines

**Customer Service**

Etisalat Academy Dubai, UAE

Muhaisanah 1 Dubai UAE

**Life Guard**

Denan Sport Aquatic Service

Dubai, UAE

**EDUCATIONAL ATTAINMENT:**

**Electronics** Panay State Polytechnic College

 Roxas City Philippines

 2001-2003

**Secondary** Puti-An National Highschool

 Roxas City Philippines

 1996-2000

**Primary** Carataya Elementary School

 Roxas City Philippines

 1991-1996

**PERSONAL INFORMATION:**

Date of Birth : Nov.07, 1982

Place of Birth : Carataya, Cuartero Capiz Philippines

Nationality : Filipino

Religion : Roman Catholic

Languages : Tagalog, English

**SKILL & TALENTS:**

* + - Interpersonal, Informational Skill.
		- Dealing with People
		- Basic computer

**REFERENCE:**

Reference Furnished Upon Request

I do hereby certify that above mentioned information is true and correct to the best of my knowledge and belief.