

HARPREET

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**OBJECTIVE:**

* To obtain the position of **Sr. Room Attendant / Team Leader** where my Housekeeping knowledge and skills will be an asset within your organization.

**ACHIEVEMENTS:**

* In these three Year as a Room Attendant I got nominated for two times for the Employee of the Month.
* Basic Computer skills and internet browsing

**LANGUAGE SKILLS:**

* English, Hindi, Urdu and Punjabi.

**PROFESSIONAL EXPERIENCE:**

* **House Keeping Rome Attendant**

 **Golden Tulip Hotel, Sharjah, UAE**

 (4Star Apartment Hotel, 264 Rooms, 1 Restaurant, 1 Banquet Hall,

1 Gymnastic, 1 Pool)

 [Present Job for 2 years]

* **SUPERVISOR IN AIR-TICKETING OFFICE** [SUVIDHA PVT. LTD]

 [For 2 years ]

**Core Competencies:**

* ***Good practical knowledge in Marble Floor Maintenance (scrubbing / polishing / buffing)***
* ***Good practical Knowledge in Handling cleaning equipment and tools***
* ***Good knowledge about Cleaning Agents with Safety in use and safe handling***
* ***Good practical knowledge in Carpet floor and Upholstery Shampooing***
* ***Involved Preventive maintenance for Public Area and Guest Room Attendant***
* ***Good practical knowledge about handling Guest Laundry***
* ***Experienced in working Front of House and Back areas of Hotel***
* ***Experienced in working in rotational shifts***
* ***Excellent guest, customer relations skills***
* ***Able to multi-task in a busy environment, follow through on guest and manager requests, and work as a team player.***
* ***Experienced in working Convention Centre and Banquet events.***

**Job Responsibilities:**

* Responsible for maintaining a high standard of cleanliness in each guest room.
* Refresh rooms for guests who are continuing their stay, as well as, thoroughly clean rooms of guests who have checked out in preparation for the next guest checking in
* Responsible for following the Standard Operating Procedures (SOP).
* Responsible to respond promptly to requests from guests and other departments.
* Responsible to fill cart with supplies and transport cart to assigned area.
* Responsibilities to replace guest amenities and supplies in rooms.
* Responsible to replace dirty linens and terry with clean items.
* Responsible to check that all appliances are present in the room and in working order.
* Responsible to vacuum carpets, clean spot on carpet and perform floor care duties and
* Responsible to clean both check-out and stay over guestrooms.
* Responsible to restock and replace used items within guest rooms
* Responsible to communicate clean status of each room upon completion
* Responsible to stock supply cart and ensure that it is neat and well organized at all times
* Responsible to check all equipment prior to and after use to ensure that it is in good working