



CURRICULUM VITAE

PERSONAL DETAILS

Name : Chipo
Gender : Female
Marital status : Single
Nationality : Zimbabwean
Religion : Christian
Language : English
Email : *chipo.378492@2freemail.com*

PERSONAL ATTRIBUTES

Ready to co-operate with colleague and have an opportunity in advancement in individual thoughts and initiative, work well and have commitment to qualify ideas with team work spirit and flexibility to attain maximum for the reputable recognition of any organization.

PROFESSIONAL OBJECTIVES

To work in established institution and keep up with dynamic changes by continuous self directed learning in pursuit of professional excellence in any work.

ACADEMIC QUALIFICATION

2011-2014 - Mutare Polytechnic College
Diploma in Secretarial Studies and Office Management

2003-2007 - St David Girls High
ZIMSEC O Level Certificate

1997-2002 - Mutare Junior School
Certificate in Primary level

PROFESSIONAL EXPERIENCE

Company : **ANANTARA HOTEL – DUBAI (MAY 2017 to date)**

Position : **SPA ATTENDANT**
Duties and Responsibilities

- Provide general Spa orientation to guests upon arrival, such as location and use of locker rooms, lounge areas and hospitality stations.
- Offer guest amenities such as water, juice or heated neck pillows.
- Answer questions about general property information and amenities.
- Escort guests to and from treatment rooms.
- Check computer for updates and changes to schedule regularly throughout the day.
- Maintain cleanliness of workstation, treatment rooms, spa/salon locker room and lounge areas.
- Dispose of trash and dirty linens in proper area.
- Secure supplies and equipment at the end of each shift.
- Stock towels, linens, supplies and amenities in the locker room, lounge areas and hospitality stations.
- Report accidents, injuries and unsafe work conditions to Manager.

PROFESSIONAL EXPERIENCE

Company : **CONRAD HOTEL-DUBAI (Nov 2016-Feb 2017)**

Position : **HOUSEKEEPING ATTENDANT (PUBLIC AREA)**
Duties and Responsibilities

- Cleans rooms, hallways and restrooms.
- Cleans and maintains restaurants and banquet halls.
- Sweeps carpets.
- Empties ashtrays and urns.
- Polishes furniture and fixtures.
- Vacuums and polishes elevators.
- Keeps the front of the hotel free from trash.
- Cleans rugs, carpets and upholstered furniture using a vacuum cleaner, broom and shampoo machine.
- Washes walls and ceilings, moves and arranges furniture and turns mattresses.
- Sweeps, mops, scrubs, waxes and polishes floors.

HOBBIES

- Travelling
- Reading
- Socializing