**KHIN**

[Khin-393219@2freemail.com](mailto:Khin-393219@2freemail.com)

Teaching,Reading,Decoration,Florists,Cooking.

**Position Apply for ; Housekeeping Supervisor**



**OBJECTIVE**



To obtain a Housekeeping Supervisor position utilizing exceptional hospitality skills, sanitation acumen and supervisory wisdom in order to provide guests with the best in services .To be a part of progressive organization that provides opportunities for learning and growth in a challenging and innovative environment with an objective to contribute constructively towards the goals of the organization and to excel my professional skills .



Date Of Birth : 15.7.1978

Sex : female

Nationality : Myanmar

Marital Status : Single



**WORKING EXPERIENCE**



* + Housekeeping Supervisor ( 01 Feb 2019 To Until Now )
* Is fully aware of the tasks completed by my team as well as any OUT OF SERVUICE / OUT OF ORDER ROOM
* Ensure cleanliness of guest room, balconies. corridors and housekeeping pantries
* Assists team in the preparation of rush room as requested by guest services
* Ensure that guest supplies are replenished and floor pantries are stocked as required
* Ensure guest requests are promptly and courteously met
* Maintains accurate supervisor reports and conducts the daily colleague briefings experience
* Maintains accurate supervisor reports and conducts the daily colleague briefings experience

**Abu Dhabi**

**Housekeeping Supervisor Cross Training Completed And Worked (Reliever )**

* Is fully aware of the tasks completed by my team as well as any OUT OF SERVUICE / OUT OF ORDER ROOM
* Ensure cleanliness of guest room, balconies. corridors and housekeeping pantries
* Assists team in the preparation of rush room as requested by guest services
* Ensure that guest supplies are replenished and floor pantries are stocked as required
* Ensure guest requests are promptly and courteously met
* Recognizes regular guests and maintains good knowledge of their preferences
* Maintains accurate supervisor reports and conducts the daily colleague briefings

**Abu Dhabi**

**Housekeeping Senior Room Attendant-( Oct 07, 2012 – 2016 )**

* Clean the guest room as per standard
* Make the guest room beds.
* Empty the dust bin
* Arrange the guest belonging items
* Replenish guest supplies.
* Answer guest requests promptly on the floor
* Servicing of the room in the evening and also provide second service.
* Assist with my co-worker and colleague.
* Hand over lost and found articles if any found in the room.

**Abu Dhabi**

**Spa senior Attendant-( 2016– 2018 )**

* Clean the guest room as per standard
* Make the guest relaxation room bed
* Empty the dust bin
* Arrange the guest belonging items
* Replenish guest supplies.
* Answer guest requests promptly on the floor
* Buggy pick up and drop the guest
* Assist with my co-worker and colleague.
* Hand over lost and found articles if any found in the room.

(Ngapali , Myanmar )

**Housekeeping Supervisor- ( 2009 – Jun 2012 )**

* Is fully aware of the tasks completed by my team as well as any OUT OF SERVUICE / OUT OF ORDER ROOM
* Ensure cleanliness of guest room, balconies. corridors and housekeeping pantries
* Assists team in the preparation of rush room as requested by guest services
* Ensure that guest supplies are replenished and floor pantries are stocked as required
* Ensure guest requests are promptly and courteously met
* Recognizes regular guests and maintains good knowledge of their preferences
* Maintains accurate supervisor reports and conducts the daily colleague briefings

(Ngapali , Myanmar )

**Housekeeping Senior Room Attendant**

Clean the guest room as per standard

* Make the guest room beds.
* Empty the dust bin
* Arrange the guest belonging items
* Replenish guest supplies.
* Aznswer guest requests promptly on the floor
* \*Servicing of the room in the evening and also provide second service.
* Assist with my co-worker and colleague.
* Hand over lost and found articles if any found in the room.



**EDUATION**



* Bachelors of Arts( Philosophy)–Yangon University, Myanmar

Graduated

* Basic Computer course
* Microsoft words course
* Microsoft Excel
* Microsoft power point

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**AWARD**

**DS AND ACKNOWLEDGEMENTS**



* **T**he best employee of the year 2013.
* Nominee for 5 Star For 2013
* International pediatric first aid course Training (2015)
* The three steps of service training (2014)
* Awarded of Ritz Carlton Quiz – 2015 Winner
* Completed Spa Receptionist Training (2015)
* Spa team awarded as Best Spa resort UAE and Best Spa Design in the Haute Grandeur Global Hotel Awards -2016
* Nominee for 5 Star for 2016
* Completed Housekeeping Coordinator Training (2016)
* Completed Housekeeping Supervisor Training (2016)
* Excellence Awarded of the best Wow Story (2016)
* Excellence Awarded of the best Wow Story (2017)
* Nominee for 5 Star For 2018



**TRAINING**



* Housekeeping office coordinator cross training completed ( The Ritz-Carlton Abu Dhabi, Grand Canal )
* Housekeeping Supervisory cross training completed ( The Ritz-Carlton Abu Dhabi, Grand Canal )
* Completed Spa Receptionist Cross Training ( The Ritz-Carlton Abu Dhabi, Grand Canal )



I hereby declare that the above information given is correct and true to the best of my Knowledge and belief.

**Yours Sincerely,**

**KHIN**