**JAMES**

PERSONAL DETAILS

Sex : Male

Marital Status : Single

Visa Status : Visit Visa

Email Address : **james-397074@gulfjobseeker.com**

**APPLYING FOR VALET PARKING**

**CAREER OBJECTIVE**

Greeted visitors and clients in a welcoming and friendly manner to ensure them comfort during their time spent atFacilitated money exchanges by cashing out visitors and clients and regularly handled bank deposit transactions.Explained valet process to clients and visitors in a detailed, user friendly manner which ensured common understanding•

**WORK EXPERIENCE**

1. Company : HOTEL

Position :Valet Parking Attendant

Duration :March 2017 - February 2019

**DUTIES AND RESPONSIBILITY**

* Will provide the guest with detailed parking fees and clear explanation of valet benefits
* The individual will also be responsible for ensuring all guests arriving by vehicle on the front drive or departing from the main building are assisted
* Hand out valet tickets and perform damage inspections of all vehicles before parked
* Assist guests and patrons of the hotel with the parking and delivery of their vehicles
* Assists with responsibilities and duties in the absence or heavy volume in the areas of Bell Staff, Door Staff or Valet Parking Cashier
* Ensure smooth delivery of the vehicle
* Assumes responsibility for greeting and interacting with our guest in a friendly, courteous, responsive and accurate manner; and safely handles guests and patrons vehicles to ensure proper parking, securing and handling of keys.
1. Company : EKO HOTEL

Position :Housekeeping Attendant

Duration :2015 - 2017

**DUTIES AND RESPONSIBILITY**

* Supplied guests with extra towels and toiletries when requested.
* Cleans and maintains guest rooms, guest corridors linen rooms and cupboards according to set standards and procedures.
* Maintained hotel locker rooms lounges and back of house areas.
* Informed supervisor when supplies were low.
* Replenished guest supplies and amenities.
* Cleaned and returned vacant rooms to occupant-ready status.
* Operated incinerators and trash compactors to dispose of garbage.
* Stocked toilet tissue and paper towels as well as other restroom supplies.
* Maintain housekeeping inventory
* Highly skilled in sweeping, dusting, scrubbing, moping, washing, vacuuming and waxing.
* In-depth knowledge of modern cleaning methods.
* Hands-on experience in operating housekeeping equipment.
* Able to understand and follow safety precautions and work related directions.
1. Company : RADISSON BLUE HOETL

Position : Bell Boy

Duration : 2014–2015

**DUTIES AND RESPONSIBILITY**

* Checks the daily arrival list for VVIP's or guests with special need.
* To be present at the Concierge/Reception desk or in the lobby to be ready to assist guests, colleagues and visitors when requested.
* Ensure collection and delivery of guest luggage and equipment in an efficient and timely manner.
* Tag baggage’s it and returns the identification slips to guests.
* Assists guests with luggage to the front desk.
* Escorts guests to room, placing luggage in room assigned by front desk.
* Inspects guest room for order and adequate supplies and informs guests of room amenities
* Delivers faxes, messages, packages and flowers to guest’s rooms and other offices.
* Provide items on loan to guest and collect the items back from guest before departure.
* Ensure the efficient delivery and collection of group luggage.
* Ensure that the guest has verified that all luggage’shave been accounted for.
* Ensure safe storage and collect ticketing of guest coats and personal items.
* Assist guest with Long term luggage storage requests / Left luggage requests.
* CV and file the [left luggage request form](https://setupmyhotel.com/formats/fo/339-left-luggage-form.html) / [Long Term luggage request form](https://setupmyhotel.com/formats/fo/339-left-luggage-form.html).
* Update and file [errand cards](https://setupmyhotel.com/formats/fo/122-errandcard-bell-boy-errand-card.html).
* Update the [Luggage movement register](https://setupmyhotel.com/formats/fo/340-bell-desk-daily-luggage-movement-register.html).

**PERSONAL SKILLS**

* Solid knowledge of the location, and are able to evidence professionalism and adaptability
* Impeccable personal presentation with good communication skills
* A good knowledge of the local area
* Previous customer experience and ability to work effectively under pressure
* Good command of the English language
* Have the ability to demonstrate your unique personality and service style while achieving the brand standards that make us Four Seasons
* Be encouraged to demonstrate your professional passion
* Excellent customer service experience
* United States driver's license; driving record in good standing
* While performing the duties of this job, the employee is constantly sitting, listening, speaking, and paying attention to detail
* Team spirit
* Flexibility to work in shifts
* Fluent in English

**EDUCATION BACKGROUND**

WEST AFRICAN EXAMINATION COUNCIL

SECONDARY SCHOOL SENIOR CERTIFICATE

HIGH SCHOOL DIPLOMA

**DECLARATION**

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