**Carriculam VIATE**

**PERSONAL INFORMATION:**

* **Date of Birth :** 1977-01-24
* **Sex :** Male
* **Nationality :** Sri Lankan
* **Educational**

**Qualifications :** G.C.E. (Ordinary Level) 1993

**D** Passes 03

**Credit** Passes 05

G.C.E. (Advance Level) 1996

**B** Passes 01

**Simple** Passes 02

* Language Ability : English, Sinhala and Tamil

# Working Experience : I have a 06 years working experience as s House Keeping at Holiday INN Colombo. (Period 2008-2014 Dec)

**MAIN JOB TASKS**

* Deliver excellent customer service, at all times.
* Maintain high standards of cleanliness and presentation in all back-of-house areas and customer areas.
* Service all bedrooms and corridors, in line with company policy.
* Create and work to daily job lists from the room status list, arrivals and departures list.
* Complete all periodical tasks, such as flipping mattresses, cleaning curtains and dusting lamp shades.
* Store all soiled and clean laundry in line with company policy and complete the required documentation.
* Check all appliances in rooms are in working order. Respond to guest queries and requests.
* Respond to calls for housekeeping problems such as spills, broken glasses. deliver any requested housekeeping items to guest rooms

# Working Experience : I have a 04 years working experience as s House Keeping Hotel Trans Asia Colombo (Period 2003-2007)

**MAIN JOB TASKS**

* Sweep, scrub, Mop and polish floors vacuum clean carpets, Rugs and draperies, Shampoo carpets, Rugs and upholstery, Dust and polish furniture and fittings, Clean metal fixtures and fittings, Empty and clean trash containers, Dispose of trash in a sanitary manner. Clean wash basins, Mirrors, Tubs and Showers, Wipe down glass surfaces, Make up beds and change linens as required, Maintain all cleaning equipment and materials in a safe and sanitary working condition.
* Clean corridors, lobbies, stairways, elevators and lounges as well as guest rooms. Organize work schedule from the room status list, arrivals and departures.
* Distribute linen, towels and room supplies using wheeled carts or by hand, Restock room supplies such as drinking glasses, soaps, shampoos, writing supplies, mini bar.
* Replace dirty linens with clean items. Inspect and turn mattresses regularly. Store all dirty laundry in line with company policy. Monitor guest laundry bags.

# Working Experience : I have a 02 years working experience as s Restaurant Waiter Dine-Mor Restaurant at Colombo. (Period 2000-2002)

**Professional QUALIFICATIONS:** I have a successfully completed to the six month course ***Diploma Hotel Steward*** at Sri Lanka Hotel tourism and School, Colombo.

I have a successfully completed to the 01 year course in ***Diploma in Computer Hardware & Software Engineering*** at National Institute of Vocational Training Centre, Colombo.

**EXTRA CURRICULAR ACTIVITIES:**

* College Prefect
* A Senior player of school Football team
* A senior Player of School Cricket team.
* An active member of School Western Band.
* Participated in All Island Hermon Loops Camp.
* Member of the Zahira College Physical Culture Club.
* Participated in all Island Power Lifting Competitions
* Played Football and participated in Athletic Events in School and Sports clubs.
* Member of the Traffic Unit
* Member of the Social Service Unit
* Member of the UNESCO Society
* English Literary Union – Secretary.

**First Name of Application CV No: 379446**

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