**CURRICULUM VITAE**



**BIO DATA**

Name : Sharon

Sex : Female

Nationality : Ugandan

Date of birth : 10th July, 1986

Marital status : Single

Visa status : Tourist visa

Email : [Sharon.369686@2freemail.com](mailto:Sharon.369686@2freemail.com)

**PERSONAL OBJECTIVE**

I am efficient, self-motivated, organized, good communicator and willing to Work under challenging and creative environment where my potential will be fully employed.

Highly motivated, enthusiastic, inquisitive hardworking, effective experienced individual who is capable of work independently and possesses good instructional skills

**EDUCATION BACKGROUND**

|  |  |  |
| --- | --- | --- |
| **Year** | **Institution** | **Award** |
| 2005 | Tina school of beauty | Uganda A Certificate of Education in fashion and design |
| 2003 | Everest College | Certificate of Education in Ordinary And  Advanced levels. |
|  |  |  |

**SKILLS**

**• Well-versed with attending to guests’ requests for extra supplies**

**• Very expert in sweeping, moping, washing, waxing and polishing floors**

**• Adept at dusting furniture and vacuum carpeting and area rugs, draperies and upholstered furniture**

**• Demonstrated ability to clean, disinfect and polish kitchen and bathroom fixtures and appliances**

**PROFESSIONAL EXPERIENCE.**

**1 .Tavvan Hotel ,Kampala Uganda.**

**Position:House Cleaner/Room attendant.**

**Duration : 2year**

**DUTIES AND RESPONSBILITIES:**

**• Dusted furniture and fittings by means of a duster and a dust rag**

**• Swept through broom to clean particles from tile or wood flooring**

**• Vacuumed carpets**

**• Picked up trash and performed laundry tasks**

**• Mopped hardwood, laminate, ceramic, vinyl and linoleum flooring**

**• Cleaned smudges from mirrors, glass and wood surfaces**

**• Disinfected bathrooms, doorknobs and tables**

**2 .Company : Kaaya Country Club**

**Position : /Housekeeping/ RoomAttendant**

**Duration : 1year**

**DUTIES AND RESPONSBILITIES:**

* Report on duty as specified in the roster well groomed.
* Attend daily briefing of aand assignment of day.
* Cleaning and scrubbing common areas.
* Comply with all site related procedures and instructions.
* Respond to guests' respects and complaints
* Report needed repairs to the maintenance staff.
* Coordinate supplies of linen etc in order to maintain sufficiency
* Report lost and found articles

**PROFESSIONAL SKILLS**

* Customer care skills
* Good communication skills
* Hospitality
* Team player
* Honesty and transparency
* Time management skills

**HOBBIES**

* Making new friends
* Reading novels
* Traveling

**LANGUAGE SPOKEN**

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| --- | --- | --- |
| **Language** | **spoken** | **written** |
| English | good | good |
| Luganda | good | good |

**References**

Available upon request.