CURRICULUM VITAE

BOBY

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U.A.E



**ANY SUITABLE POSITION**



**OBJECTIVE**

**To explore and gain experience in various career options, as well as to become well-rounded in various job settings. To become a part of a company’s quest for success where I could render my full support and service as expected from me.**

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|  | Date of Birth | : 11/11/1976 |
|  | Nationality | : Nigerian |
|  | Gender | : Male |
|  | Marital Status | : Single |
|  | Passport No | : A07505851 |
|  | Visa Status | : Job Seekers Visa |
|  | Language | : English |



**EXPERIENCE**

* **Worked as a Security Guard at Helogin Security Services in Lagos, Nigeria (03 years) .**

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**Duties:**

* Providing a visible onsite security and deterrent presence.
* Watching out for, reporting and dealing with suspicious or unusual activity.
* Meeting and greeting official visitors.
* Locking up premises and making sure those doors, windows and gates aresecured
* Completing fire alarm and health safety checks.
* Monitoring and Authorizing entrance and departure of employees andvisitors.
* Responsible monitoring and operating CCTV cameras and alarm systems.
* Assisting in administering first aid reporting accident.
* Responding in a timely manner to alarms that have been set off.
* Receiving Mails/Calls from city management and tenants and passing it to the concerned department.
* Dealing with accident and emergencies in a polite, positive and professional manner thereby recording all reports/incidents in the daily Occurrence book.
* Receiving and sending mails respectively from clients and management with the use of Microsoft Outlook.
* **Worked as a House Keeping at Hotel Sheraton in Lagos, Nigeria (02 years)**

**Duties:**

* Enters and prepares the room for cleaning.
* Makes bed.
* Dusts the room and furniture.
* Replenishes guestroom and bath supplies.
* Cleans the bathroom.
* Cleans the closet.
* Vacuums and racks the carpet.
* Checks and secures the rooms.
* Replenish amenities according to the operational standards.
* Deliver and retrieve items on loan to guests e.g. iron and ironing boards
* Ensure security of guest rooms and privacy of guests
* Perform rotation cleaning duties (e.g. steam clean carpets, spring cleaning, super cleaning etc.) as required
* Cleans guest bathroom/bed room/floor corridor.
* Responsible for replenishment of guest complimentary water.

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* **Worked as a Cleaner at Full Moon Hotel in Lagos, Nigeria (01 years).**

**Duties:**

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* Clean and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
* Perform and document routine inspection and maintenance activities
* Carry out heavy cleansing tasks and special projects
* Notify management of occurring deficiencies or needs for repairs
* Make adjustments and minor repairs
* Stock and maintain supply rooms
* Cooperate with the rest of the staff
* Follow all health and safety regulations



**EDUCATION**

* Completed National Diploma from Nigeria.



**SKILLS**

* Organized, Focused and Systematic
* Strong interpersonal and communication skills
* Ability to work with minimal supervision and to grasp new concepts easily.
* Highly principled, Honest, Dedicated and Reliable.
* Good analytical, Organizational and Communication Skills.

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