**PROFESSIONAL SUMMARY**

ACCOMPLISHED Housekeeping operations with a successful record and very proficient in communication, multi-tasking and problem solving skills.

**SKILLS**

* Executive Team Leadership
* Organized and well-structured at work
* Independent and Self motivated
* Committed to deadlines and schedules
* Honest, Sincere and a Hard worker

**WORK EXPERIENCE**

**Housekeeping Supervisor**

***From Oct 1989 to Feb 2019 – (27+ Years Working Experience as Housekeeping Supervisor)***

**King Faisal Foundation and Al Faisaliah Tower, Faisaliah Mall Al Khozama Management Company, Riyadh & AKMC Al shohada Hotel Makkah – Saudi Arabia.**

***Principle Duties and Responsibilities:***

* Supervise work activities to ensure housekeeping services.
* Assign duties, inspect work and investigating complaints and take corrective actions.
* Verify and provide update on status of complete work areas.
* Identify cleaning needs, potential safety hazards or repair needs and notify appropriate individual for resolutions.
* Interact with all departments to ensure the housekeeping standards and process are completed and performed in a safe, timely with minimal distribution to business operations.
* Purchase housekeeping supplies and take periodic inventories.
* Train workers in proper operational procedures and functions and explain company policy.
* Resolve complaints regarding worker performances or services rendered.
* Record operational data and write related activity reports.

**EDUCATION**

* Academic : Higher Secondary
* Computer : Basic Knowledge

**LANGUAGES**

Languages Known : English, Arabic, Hindi, and Malayalam & Tamil

**PERSONAL INFO**

Date of Birth : 04-Jun-1961

Nationality/Religion : Indian / Islam

Marital Status : Married

Visa Status : Long Term Visit Visa (Valid up to 18th Jul-2019)