**CURRICULUM VITAE**

**PERSONAL INFORMATION**



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| **Name:** | **NUMVI** |
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| **Email:** | **Numvi-391455@2freemail.com** |
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| Cleaner |  |  |
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**PERSONAL STATEMENT**

I am a self-motivated, energetic and hardworking Cleaner with extensive experience in the cleaning and hospitality industries. I work effectively both within a team and individually using my own initiative. I believe that I will be an invaluable asset to any organization giving my experience, dedication and the great pride that I take in my work.

***KEY RESULT AREAS***

* Cleaning offices, toilets, kitchens, meeting rooms, main entrance, function hall, corridors and other facilities to a high standard
* Ensuring the workplace is clean and tidy for the following working day
* Dusting, Damp Wiping, Washing and Polishing of office furniture
* Vacuuming floors and carpets
* Sweeping and mopping floors
* Keeping reception area clean and tidy
* Replenishing hand soap, bin bags, toilet paper and tissues.
* Cleaning windows and frames
* Clearing waste and litter in appropriate bins
* Recycling office equipment no longer required
* General cleaning of all surfaces and areas
* Following health & safety guidelines when handling chemicals
* Reporting any issues to the Manager (when appropriate)
* Restocking items in vending machines
* Emptying bins (at least once every week)
* Cleaning the surrounding area of the premises free of litter and chewing gum

**HIGHLIGHTS/ SKILLS**

* A positive attitude and taking pride in work
* Excellent attention to details
* The ability to multi-tasks and get work done according to strict deadlines.
* Knowledge of correct cleaning products, equipment and best practices
* Outstanding communication skills
* The ability to use electrical equipment (e.g. vacuums, polishers and steam machines) in a safe and effective manner.

**PROFESSIONAL EXPERIENCE**

**Company: CHAMBER OF COMMERCE – LIMBE, CAMEROON**

**Position: Cleaner**

**Duration: December 2016- November 2018**

**Duties:**

* Cleaning offices, toilets, kitchens, meeting rooms, main entrance, function hall, corridors and other facilities to a high standard
* Ensuring the workplace is clean and tidy for the following working day
* Dusting, Damp Wiping, Washing and Polishing of office furniture
* Vacuuming floors and carpets
* Sweeping and mopping floors
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**EDUCATION**

**A/L Certificate** –2010–GHS Limbe–Cameroon **O/L Certificate** - 2008–GHS Limbe- Cameroon

**REFERENCE AVAILABLE UPON REQUEST**