**Name: ADENIYI**

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**Visa Status : Valid till February 2020**

 **Position Applying***:*

***CLEANING,HOUSEKEEPING***

**Objectives**

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 organisation giving my experience, dedication and the great pride that I take in my work.

***KEY RESULT AREAS***

* **Administration/Time Management** – Managing a team of employees makes me proficient on my time management thereby setting an example within the organization & relevant teams
* **Multi Tasking** – Given a high pressure job, I can very easily handle more than one task at a time without any display of frustration to my seniors.
* ***WORK EXPERIENCE***

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| Mar 2019-Sep2019 |

Main duties performed:

* 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.

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| **Cleaner Supervisor Housekeeping Ltd.**Sept 2018–Mar 2019 |

Main duties performed:

* Supervising a group of 7 cleaners
* Ensuring Health and Safety guidelines are followed at all times
* Organising training sessions for staff
* Liaising with various stakeholders to organising jobs
* Ensuring domestic properties are left in excellent condition after a job
* Performing general Admin duties (phoning, filing, printing, etc)
* Implementing Health and Safety rules (e.g. display warning signs such as “wet surface” signs when appropriate)
* Locking rooms and the property is secure after the completion of the job

***Company: ANBY MOTELNIGERIA***

***Position: BED MAN SERVICE***

***Duration: June 2017 to September2018***

***RESPONSIBILITIES***

* ***Duties is to work behind the scenes, maintaining cleanliness in all areas of the hotel.***

***\* Usually entails making beds, replacing used towels with new ones, vacuuming carpets, and cleaning and disinfecting bathrooms and ensuring new toiletries provided by the hotel are placed at appropriate places.***

***\* Clean hallways, take out trash and clean other parts of the hotel, such as fixtures.***

***\* In addition to general housekeeping tasks my duties in a hotel or similar environment will include: clean corridors, lobbies, stairways, elevators and lounges as well as guest rooms. organize work schedule from the room status list, arrivals and***

***Company : CONCORD HOTEL NIGERIA***

***Position : Housekeeping***

***Duration : March 2016 – May 2017***

## Responsibilities

* Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing
* Ensure all rooms are cared for and inspected according to standards
* Protect equipment and make sure there are no inadequacies
* Notify superiors on any damages, deficits and disturbances
* Deal with reasonable complaints/requests with professionalism and patience
* Check stocking levels of all consumables and replace when appropriate
* Adhere strictly to rules regarding health and safety and be aware of any company-related practices

***EDUCATIONAL QUALIFICATIONS***

* 2016 National diploma
* 2008 SSCE

### Skills

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

### Hobbies and interests

I enjoy long walks, socializing with my friends and family and gardening. One of my greatest hobbies is also working on DIY projects in my spare time as I like to stay active and improve my physical skills and abilities in the process.