**JANET**

To pursue a challenging career in an establishment with potentials of growth, advancement, where I would aim excels to benefit the organization through my abilities and skills.

**ACADEMIC QUALIFICATIONS**

* High School Certificate
* B.sc Accounting

SKILLS AND ABILITY

* + Success driven and results-oriented
  + Good interpersonal skills
  + Adaptability and ability to multi task and meet deadlines
  + Good oral and writing communication skills
  + Ability to lead and add value
  + Quick to learn
  + Good time management skills

WORKING EXPERIENCE

HOUSE-KEEPING

Eko Hotel suite

Victoria Island, Lagos Nigeria

July 2015 - October 2017

**RESPONSIBILITIES**

* + providing good service for the quest by welcoming them and making them feel comfortable
  + Ensure excellence in housekeeping sanitation, safety, comfort and aesthetics for hotel guest
  + Counsel and motivate employees on various duties
  + Establish and maintain standard operation procedures for cleaning and develop new procedures to increase efficiency of labor and product use
  + Approval of supply requisition for the housekeeping and to maintain minimum stock and cost control procedure for all materials
  + checking back the quest and ensuring their satisfaction
* **2 YEARS CLEANING/BUS CONDUCTOR**

OVERCOMER NURSERY & PRIMARY SCHOOL.

IJEBU-ODE,OGUN-STATE NIGERIA

RESPONSIBILITIES

* Cleaning certain parts of the school site.
* Vacuuming carpeted areas and washing floors.
* Sweeping uncarpeted areas.
* Spot cleaning of spillages.
* Emptying and cleaning bins.
* Cleaning desks, seats and skirting boards.
* Cleaning toilet area and replenishing toiletries.
* Cleaning doors and windows.
* Ensure that students are picked up and dropped off at the designated points agreed upon – from home and in school
* Handle children carefully, and maintain safety and discipline on the bus
* Help children to cross roads, where required
* Communicate with parents politely
* Clean the bus after every trip
* Take daily attendance of students and give report to the Foreman
* Physically check the bus after every trip to be sure that no child is left behind
* Ensure the bus is kept neat, tidy and clean internally and externally every day
* Ensure that the curtains are drawn properly; no lose papers, cloths inside the buses

**2 Months BUS CONDUCTOR/CLEANING**

Habitat School Al tallah Ajman. UAE.

RESPONSIBILITIES

* Cleaning desks, seats and skirting boards.
* Cleaning toilet area and replenishing toiletries.
* Cleaning doors and windows.
* Ensure that students are picked up and dropped off at the designated points agreed upon – from home and in school
* Handle children carefully, and maintain safety and discipline on the bus
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**Personal Details:**

Date of Birth : 14th April, 1991

Sex : Female

Nationality : Nigeria

Marital Status : Single

Language Known : English

**Passport Detail:**

Date of Issue : 09-01-2018

Date of Expiry : 08-01-2023

Visa : Long Term Tourist Visa

Personal Contact : [janet-397452@2freemail.com](mailto:janet-397452@2freemail.com)

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