CONTACT RIDWAN



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OBJECTIVE



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.

EXPERIENCE



|  |  |
| --- | --- |
| *2017 - 2020* | Hotels and Apartments |
|  | Cleaning Supervisor |



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



|  |  |
| --- | --- |
| *2014 - 2017* | Carlton Gate Hotels and Apartments |
|  | Cleaner |
|  | 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 |  |
| EDUCATION | |  |  |
|  |  |
| *2014* |  | Obafemi Awolowo University |  |
|  |  | International Relations |  |
|  |  | 4.05 |  |
| *2017* |  | School Of Hygiene |  |
|  |  | Higher Diploma in Hygiene and Hospitality |  |
|  |  | Second Class Upper |  |
| *2007* |  | Ibikunle Lawal College |  |
|  |  | Higher School leaving certificate |  |
|  |  | 9 Credit Pass |  |
| 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 |  |