



Hello
My Name is

ZEESHAN ANSAR

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Al Shaiba Complex Dubai Outsource City Al Manama Street
United Arab Emirates

ABOUT ME

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

MANAGEMENT SKILLS

MS Office, Adobe Photoshop, TeamWork, Active listening, Problem Solving, Decision Maker, Creative, Verbal communication
Critical Thinking, Time management, Leadership, Strategic thinking, Expense Report, Time Management, Housekeeping,
Customer Services, Multiskill, Work Underpressure, Bellboy, Lifeguard, Waiter, Receptionist.

OFFICE ADMINISTRATOR

Mind Bridge Services
2022-2025

Coordinate office activities and operations to secure efficiency and compliance to company policies. Supervise administrative staff and divide responsibilities to ensure performance Manage agendas/travel arrangements/appointments etc. for the upper management Manage phone calls and correspondence etc. Support budgeting and bookkeeping procedures. Create and update records and databases with personnel, financial and other data Track stocks of office supplies and place orders when necessary Submit timely reports and prepare presentations proposals as assigned Assist colleagues whenever necessary.

HOUSEKEEPING COORDINATOR

Royal Reflication Hotel
2021-2022

Assigning housekeeping tasks to staff and inspecting work to ensure that the prescribed standards of cleanliness are met. Scheduling staff shifts and organizing replacements as required. Investigating and addressing complaints regarding poor housekeeping service. Providing training to the housekeeping staff. Regularly taking inventory of cleaning supplies and ordering stock as needed. Issuing cleaning supplies and equipment to housekeeping staff as needed. Screening housekeeping applicants and recommending promotions transfers, dismissals. Performing various cleaning duties in instances of staff shortages

HOUSEKEEPING SUPERVISOR

Pearl Park Hotel and Apartment
2018-2021

Conduct regular inspections of cleaned areas to ensure work meets established standards and quality control is maintained. Ensure staff follow all cleaning procedures, safety regulations, and sanitation policies. Monitor and maintain inventory levels of cleaning supplies, linens, and other room essentials. Place orders for new supplies as needed to ensure smooth and continuous operations. Ensure that cleaning equipment is well-maintained and safe for staff to use. Respond to guest complaints and special requests in a timely and professional manner.

ROOM BOY FLOOR ATTENDANT

Best Western plus Pearl Creek
2017-2018

Greeting guests and responding to queries. Changing bed linen and making beds. Replacing used towels and other bathroom amenities, such as shampoo and soap. Sweeping and mopping floors. Vacuuming carpets. Dusting and polishing furniture. Emptying trash containers and ashtrays. Restocking beverages and food items in the minibar. Cleaning public areas, such as corridors. Reporting any technical issues and maintenance needs. Updating status of guest rooms on assignment sheet.

DEEP CLEANER STAFF

Navi Star Hotel
2016-2017

Dusting and cleaning ceiling fans, light fixtures, and tops of cabinets and cupboards. Washing walls, frames, and high-touch surfaces like light switches, cleaning windows and their tracks, and wiping down all frames and sills. Cleaning inside and outside of appliances and equipment, as well as sanitizing trash cans and restoring faucets and drains. Deep cleaning hard floors by sweeping, mopping, and sanitizing, and shampooing carpets and upholstery to remove stains and grime. Moving furniture to clean the floors underneath and behind it, and cleaning cabinets and drawers to eliminate hidden dirt.

LANGUAGE

English, Urdu, Hindi, Punjabi, Arabic

PROFESSIONAL CAREGIVER

Success Wisdom Professional & Management Development Training
2022-2023

INTEREST

Reading Books, Music and Singing, Traveling and Camping, Watching Movies, Painting, Cooking and Eating. Playing Games
Art and Crafting, Swimming and Driving, Collection coins

SKILLS

Housekeeping, Receptionist, Bellman, lifeguard, Carpenter, Deep cleaner, Coordinator, Administrator, Help Desk, Customer Services
MS Office, Adobe Photoshop, Inpage, Corel Draw, Teamwork, Active listening, Problem Solving, Eyes for Details
Decision Maker, Creative, Verbal communication, Critical Thinking, Time management, Leadership, Strategic thinking, Expense Report