



ABU DHABI
UNITED ARAB EMIRATE
+971566476562
Raselmhd1@gmail.com

Key Skills

- Good communication and interpersonal skills
- Hard work and commitment
- Ability to achieve and exceed targets
- Working independently or as a team
- Highly receptive and adaptive to changes
- Self starter and quick learner
- Ability to prioritize & meet deadlines on multiple assignments

CURRICULUM VITÆ

PERSONAL SUMMARY

An experienced office boy, working as housekeeping supervisor and working in the hospitality industry since 8 years.

Career History

- Worked as Office boy:2012-2016
- Housekeeping supervisor:2017 to present time
- Location: Marina Mall, Abu Dhabi (UAE)
- Responsible for housekeeping supervisor the daily routine of housekeeping staff and for ensuring the prayer room, washroom, public area and mall management office are always keep clean.

Duties /Responsibilities

- Holding meetings with Housekeeping staff to discuss their job functions.
- Inspecting the cleaning all prayer room, washroom public area.
- Supervising the disposal of trash and waste.
- Directing housekeeping staff to ensure a high standard of cleanliness in all public areas.
- Delegating work to meet business objectives and goals.
- Maintaining a high standard of personal appearance and grooming.
- Vacuuming carpets and mopping and sweeping tile floors.
- Training up new housekeeping staff.
- Complying with all health and safety standards.
- Maintaining key control.

Other Skills

- A professional Windows7, 8.1 and 10 user
- Office Package (Word, Power point, Excel)

Interests

- Fishing
- Romantic music listener

Academic Qualification -

- Secondary school certificate(SSC),Nuralapur Primary& High school

Training And Knowledge

- Microsoft Office (Word, Excel, power point, email internet)

Personal Information::-

- ✓ Language Known:-English, Arabic, Hindi, Bangla
- ✓ Marital Status :- Unmarried
- ✓ Date of Birth: -10-June-1991
- ✓ Nationality: - Bangladesh
- ✓ Religion: - Muslim
- ✓ Passport No:-BL0591125
- ✓ Visa Type : -Free Zone

I wish my qualifications met your expectation. Thank you in advance for being interested in my request.

Declaration:

I hereby declare that all information given above is true to the base of my knowledge and belief.

THANK YOU

Date:

Place: Abu Dhabi

Yours' Sincerely,

Mohammad Rasel