Khawar Khan

UAE Al Jafiliya,

Contact Number: +971 581456387

Email Address: khawarkhan913@yahoo.com

# Objective

Looking forward to work with an esteemed organization with an objective to utilize my professional skills and experience and get an opportunity to learn and grow with the organization to develop an enviable career profile

# Experience

**Rove Lamar – Dubai**

Room Attendant | Nov 2020 – Current Working

**InterContinental Hotel Fujairah Resort – Fujairah**

Room Attendant | Aug 2020 – Oct 2020

**Rove Hotel Dubai Marina – Dubai**

Room Attendant | Oct 2019 – Mar 2020

**Rixos Bab Al Bahar – Ras Al Khaimah**

Room Attendant | Apr 2019 – Sep 2019

**Job & Responsibilities**

* Ensure that the hotel’s standards of cleanliness, hygiene, security and presentation are maintained in all assigned rooms.
* Attend to guests’ requests and queries courteously and promptly in the course of performing duties.
* Complete all information on the Allocation Sheet for all assigned rooms, marking status, linen replaced and special requests.
* Report to the Housekeeping Supervisor any unusual incidents, complaints, unauthorised persons in rooms, missing or damaged hotel property, and lost and found items.
* Clean, tidy and vacuum the housekeeping pantries, ensure pantry doors are kept locked at all times and lights out when not in use.
* Vacuum guest floor corridors as assigned and keep then clean throughout the day including dusting, spot marking and polishing.
* Perform cleaning duties in guest apartments in accordance with the status or the guest’s stay.

# Education

**Ghazali Govt. College 2014 to 2016**

Bachelor in Commerce

**Pakistan Pilot College 2012 to 2014**

Intermediate

T**he Saint Trisa English Grammar High School 2002 to 2012**

Matric

**Language & Computer Skills**

English | Urdu | Hindi

Microsoft Office | Word | Excel

# Awards and Acknowledgements

• Housekeeping Rove Star Certificate