

CURRICULUM VITAE



AMINAT TEMITAYO KADIRI

Al Ain, U.A.E

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OBJECTIVE

Seeking a position in a growth oriented organization, where I would have many Opportunities to utilize my skills and experience for the continued success of the organization and to grow professionally as well as personally within the organization.

PERSONAL DETAILS

- | | |
|----------------------|------------------|
| • Date of Birth | 05/01/1991 |
| • Gender | Female |
| • Nationality | Nigeria |
| • Marital Status | Single |
| • Language Known | English, Arabic |
| • Passport No | A09067035 |
| • Issue date | 19/FEB/2018 |
| • Expiry date | 18/FEB/2023 |
| • Religion | Muslim |

WORK EXPERIENCE

ROOM ATTENDANT

ONE TO ONE HOTEL AND RESORT,AL FAYEDA

AL ALAIN, UNITED ARAB EMIRATE. 2021 – TILL DATE

DUTIES

- Training the housekeeping staff.
- Delegating work schedules.
- Educating new hires.
- Fixing time targets for housekeeping staff.
- Taking inventory and ordering supplies.
- Ensuring maintenance of equipment.
- Calling repairmen for undertaking repair work.
- Providing customer service.
- Helping staff in performing their duties.

ROOM ATTENDANT
SMART CLEANING SERVICES, SAUDI - ARABIA,
2018 - 2020
DUTIES

- Clean corridors, lobbies, stairways, elevators and lounges as well as guest rooms
- Organize work schedule from the room status list, arrivals and departures
- Distribute linen, towels and room supplies using wheeled carts or by hand
- Restock room supplies such as drinking glasses, soaps, shampoos, writing supplies, mini bar
- Inspect and turn mattresses regularly
- Monitor guest laundry bags
- Replace laundry bags and slips
- Check all appliances in rooms are in working order
- Respond to guest queries and requests
- Deliver any requested housekeeping items to guest rooms
- Organize and restock cart at the end of the shift
- Follow all company safety and security procedures
- Report any maintenance issues or safety hazards
- Observe and report damage of hotel property

ROOM ATTENDANT
AMBASSADOR COLLEGE, LAGOS - STATE
NIGERIA. 2015 - 2017
DUTIES

- Sweep, scrub, mop and polish floors
- Vacuum clean carpets, rugs and draperies
- Shampoo carpets, rugs and upholstery
- Dust and polish furniture and fittings
- Clean metal fixtures and fittings
- Clean wash basins, mirrors, tubs and showers
- Iron and press clothing and linen
- Sort, fold and put away clean laundry
- Maintain all cleaning equipment and materials in a safe and sanitary working condition
- Monitor and report necessary domestic repairs and replacements
- Replenish amenities according to the operational standards.
- Deliver and retrieve items on loan to guests e.g. iron and ironing boards
- Ensure security of guest rooms and privacy of guests
- Perform rotation cleaning duties (e.g. steam clean carpets, spring cleaning, super cleaning etc.) as required
- Cleans guest bathroom/bed room/floor corridor.
- Responsible for replenishment of guest complimentary water.
- Responsible for the cleanliness and maintenance of his work area.
- Responsible for the Hotel property in the work area.
- Attends to guest calls, guest requests /guest complaints in the area assigned to him.
- Authorize to enter in guestrooms for cleaning and providing turndown services as per requirement

PERSONAL STRENGTH

- Able to work longer hours, dynamic and performance driven.
- Good communication skills and strong public relations
- Excellent customer service skills
- Good communication and interpersonal skills
- Team leadership, self-esteem and self-motivated.
- Comfortable with shifts
- Flexible and punctual
- High level of accuracy
- Ability to work under minimum supervision
- Handle pressure and meet deadline

KEY SKILLS

- Good Organization Skills.
- Excellent Problem Solving Skills.
- Effective Listening and Learning Skills.
- Hardworking
- Good Interpersonal Skills
- Self-Motivational target oriented
- Ability to work in a team
- Ability to grasp new skills
- Excellence in both oral written communications.

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief

AMINAT TEMITAYO KADIRI