

MELISA ELISE KIJUNG

Nationality :Cameroonian

Mobile : +971565998647

Address : Abu Dhabi, U.A.E

Gender : Female

Visa Status : Visit Visa

Email : melisaelisekijung@gmail.com

Language : French, English



OBJECTIVE:

I am a presentable and helpful Housekeeping supervisor. I love to meet and help offer advice to my fellow juniors how to do good work. The attributes I have developed through my work can be described in three words:

COMPETENT, PROFESSIONAL and highly ORGANIZED. I wish to use all acquired knowledge and work by serving my employer to the best of my ability so as to provide opportunities and a better career path towards your company.

WORK EXPERIENCE:

HOTEL POLYVIA, YAOUNDE, CAMEROON

Supervisor

DATE: July 2018- Oct 2020

ROLE: HOUSEKEEPING SUPERVISOR.

Responsibilities

- ★ Train housekeepers on cleaning and maintenance tasks.
- ★ Greet clients, visitors and guests as they enter
- ★ Check rooms and common areas, including stairways and lounge areas, for cleanliness.
- ★ Schedule shifts and arrange for replacements in cases of absence.
- ★ Establish and educate staff on cleanliness, tidiness and hygiene standards.
- ★ Motivate team members and resolve any issues that occur on the job.
- ★ Respond to customer complaints and special requests.
- ★ Monitor and replenish cleaning products stock including floor cleaner, bleach and rubber gloves.
- ★ Participate in large cleaning projects as required.

OTHER SKILLS:

- ★ Good communication skills and excellent telephone manners.
- ★ Responsibility in duty.
- ★ Ability to work without any supervisors
- ★ Willing to learn more
- ★ Strong and medical fitness
- ★ Active and hardworking

- ★ Excellent organizational and written communication skills
- ★ Basic computer skills
- ★ Excellent decision-making and problem-solving skills
- ★ Ability to communicate clearly and professionally with coworkers and customers.

EDUCATION=

- ★ University of Yaounde 1: Bachelor's degree English Language
- ★ Gopal Bilingual International College: GCE Advance level (high school)
- ★ Government Bilingual High School, Etoug-Ebe: GCE Ordinary level 5

LANGUAGES KNOWN=

- ❖ French: speak and understand.
- ❖ English: speak read and understand perfectly

NGWENGY GLORY ALOTANGWE