

MD Mosharof Hossain

Dubai

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Job Objective:

Seeking Hotel Housekeeper position in which my extensive capability to maintain cleanliness can be fully utilized.

Summary

Professional Executive Office Boy and Housekeeper with strong organizational and multi-tasking skills as well as superior time and resource management capabilities. Dedication to completing tasks on time and surpassing expectations. Able to excel in fast-paced high-pressure environments.

Highlights of Qualifications:

- Admirable experience in Hospitality, Hotel & Commercial Office industry
- Sound knowledge of cleaning products and applications
- Sound knowledge of Cold and hot drinks making and related machineries usage as well.
- Sound knowledge of arrange the office meeting tables and Food serving tables
- Sound knowledge of organizing the parties and functions as a housekeeper
- Profound knowledge of hotel & Office regulations and procedures
- Exceptional ability to handle chemical fumes and airborne products
- Remarkable ability to carry heavy weight for physical labour
- Ability to provide optimal customer services
- Ability to comply to all policies and procedures
- Good understanding of emergency procedures for Hotel & Office industry
- Ability to push, pull, carry and lift the weight

Education and Qualification

- 10th Pass (SSC) – From Bangladesh Board
- Computer knowledge - Excel & Word
- AVAYA Telephone management system

Professional Experience:

Office Boy, Dean's Office, College of Computing and Informatics - University of Sharjah

February 1st, 2023 – till date

- 1) Collect internal correspondences, couriers or parcels from the mail room and distributing them accordingly.
- 2) Deliver internal correspondences to executive departments.
- 3) Laminate and bind documents as requested.
- 4) Make and serve tea, coffee and beverages to Deans office guests and faculty members.
- 5) Assist the administrative assistants in performing their duties.
- 6) Operate office machines, such as photocopiers and scanners and others.
- 7) Prepare documentations and files for copying, scanning and binding, as well as follow up on printer cartridge and staplers, prepare the request, and install them.
- 8) Maintain cleanliness of office equipment and furniture.

- 9) Monitor the external cleaners.
- 10) Prepare a list of needed items for stationary, receive the items, and distribute them for all offices in the college.
- 11) Assist in the college events and activities.
- 12) Complete any other job-related tasks as assigned by line manager within the expected time limit.

Office Boy, Homes R US Trading LLC (LALS GROUP)
November 2021 – till January 2023

Responsibilities:

- Disseminating details through phone, and personal.
- Organizing and keeping files properly in store and racks.
- Answering and forwarding phone call, and taking messages.
- Prepare the coffee, Tea and drinks for the staff and provide in their workplace
- Maintain the stationary items in store, keep the record, and update in daily basis.
- Arrange the meeting table, provide the all requirements, and support during the meeting to the staff.
- Arrange and organize the parties and foodstuffs as a housekeeping manner.
- Regularly clean the workstations and office premises properly
- Providing required details to phone callers, and office visitors
- Monitoring the use of devices and Stationaries within the staff workplace and maintain.
- Dealing with inquiries or needs from the visitors and workers.
- Assisting management personnel in wide variety of workplace housekeeping responsibilities.
- Collecting and distributing couriers or packages among workers and starting and searching messages.
- Cooperating with workplace personnel to maintain proper connections and a friendly environment within the office.

Housekeeper cum Office boy, Intigral Middle East, Dubai Studio City, UAE (Media Broadcasting Company)

May 2015 – 2021 October

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Hotel Housekeeper, The St. Regis Hotel, Abu Dhabi, UAE
February 2012 – April 2015

Responsibilities:

- Provided optimal level of customer services for industry.
- Assisted in cleaning all vacant and used rooms and provided status reports.
- Administered cleaning of floor, carpets and mattresses.
- Managed guest supplies and replenished as required.
- Maintained record of housekeeping cart and ensure adequacy.
- Prepared reports for housekeeping department and identify discrepancies.
- Maintained neat and clean hotel area at all times.
- Provided response to all hotel guest requests and inquiries.
- Performed regular sanitization of all guest bathrooms and clean rooms

Personal Details

Passport Number:	- A07872247
Passport Expiry Date	- 11- MAY- 2033
Nationality	- Bangladesh
DOB	- 03-JAN-1985
Language Known	- English, Hindi, Urdu, Bengali.