

RESUME



Name: Mohammad Arif

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Facility Management Cleaning Supervisor

ABOUT ME:

A dedicated and committed person capable of making things happen, a flexible and quick learner who can work as a part of a team or independently, strong in Techniques, communication skills. A good-natured human being to whom people love to work with.

SYNOPSIS:

I am a confident leader, understanding the establishment's mission and finding a way to motivate employees to work toward it. I am passionate about customer service and possess excellent organization and communication skills. I also own a strong work ethic and take an energetic approach to their jobs. I possess basic math and analytical skills, since I keep track of invoices and sales. On top of those things, they I am professional, resilient, reliable and capable of identifying problems and finding solutions.

I am an energetic and ambitious person who has developed a mature and responsible approach to any task that I undertake or situation that I am presented with. I have pursued west Bengal and different courses in basic computer.

I am excellent in working with others to achieve a certain objective on time and with excellence.

Duties and Tasks of my job position "FM-Housekeeping Supervisor"

Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness.

Investigates complaints regarding housekeeping service and equipment, and takes corrective action.

Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.

Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.

Inventories stock to ensure adequate supplies.

Evaluates records to forecast department personnel requirements.

Makes recommendations to improve service and ensure more efficient operation.

Prepares reports concerning room occupancy, payroll, and department expenses.

Selects and purchases new furnishings.

Performs cleaning duties in cases of emergency or staff shortage.

Examines building to determine need for repairs or replacement of furniture or equipment, and makes recommendations to management.

Attends staff meetings to discuss company policies and patrons' complaints.

Issues supplies and equipment to workers.

Establishes standards and procedures for work of housekeeping staff.

Advises manager, desk clerk, or admitting personnel of rooms ready for occupancy.

Records data regarding work assignments, personnel actions, and time cards, and prepares periodic reports.

Screens job applicants, hires new employees, and recommends promotions, transfers, and dismissals.

Duties:

- Oversee all front and back of the cleaning operations complying with all health and safety standards.
- Ensure customer satisfaction through promoting excellent service
- Respond to customer complaints tactfully and professionally
- Holding meetings with housekeeping staff to discuss their job functions.
- Listening to, understanding and clarifying guest concerns. Inspecting the cleaning and servicing of guestrooms and public areas.
- 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.
- Maintaining an inventory of guest room and housekeeping supplies.

PROFESSIONAL/EDUCATIONAL QUALIFICATIONS:

Driving License Saudi Arabia.

- ❖ *10th with from WBBSE (West Bengal board of secondary education)*

Work Experience "Facility Management Housekeeping Supervisor and others"

More than 10+ years of extensive experience in abroad an of Clerical jobs from different type of companies. Able to work under pressure and has proven leadership skills and dedication and loyalty to Company.

1. Worked as an **Site Supervisor Housekeeping** at **Imdaad FM llc** from 2010 to- 2014 Dec
2. Worked as an **Cleaning Supervisor** at **Emrill FM llc** from 2015 to -2017
3. Worked as a **Housing Supervisor at Engie Solutions** company ltd KSA from 2018- to 2021 3yrs saudi Arabia
4. Worked as an **Cleaning Supervisor Transguard group llc** dubai 2022 to 2024 Dec Dubai Mall

LANGUAGES:

- **Arabic. (Speaking only)**
- **English**
- **HINDI.**
- **Bengali**
- **Punjabi**

COMPUTER KNOWLEDGE:

PERSONAL DETAILS:

Date of Birth: July 18th, 1975

Father Name: Late Mohd Sadique

Mother Name: Mrs. Fatima khatoon

Height / Weight: 5/8, inch. / 75 kg

Sex: Male

Religion: Muslim

Civil Status: Married

Passport Number: P 6750638

Date of PASSPORT Expiry: Dec/2026

Date:Signature: