

Apply for Housekeeping Supervisor



ANIL SIGDEL

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Abu Dhabi, UAE

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A Suitable position with an organization where I can Utilize the best of my skills and abilities that fit to my Education, skills and experience a place where an encouraged and permitted to be an active participate as well vital contribute on development of the Compa

PERSONAL PROFILES:

Name : Anil Sigdel
Date of Birth : 29-09-1994
Nationality : Nepalese
Languages Known : English, Hindi, Nepali.

PASSPORT DETAILS:

Passport No : 09057519
Date of Issue : 05th Aug. 2015
Date of Expiry : 04th-Aug-2025
Visa Status : Employment Visa

EDUCATION QUALIFICATION:

- +2(12) pass from Kathmandu, Nepal (Gurukul national Higher secondary school on 2016 A.D)

EXPERIENCE:

Company : Four Season Hotel
Location : Abu Dhabi, UAE
Position : Housekeeping
Duration : 01/2017 to 07/2017

Company : Yas Viceroy Hotel
Location : Abu Dhabi, UAE
Position : Housekeeping
Duration : 07/2017 to 03/2018

Company : Yosh Hospitality LLC
Location : Abu Dhabi, UAE
Position : Housekeeping Supervisor
Duration : 04/2018 to 03/2023
Duty and Responsibility :

Supervision and Coordination:

Supervise housekeeping staff, including assigning daily tasks and areas to clean.
Monitor and inspect staff performance to ensure compliance with standards.
Provide guidance and support to staff, addressing any issues or concerns.

Training and Development:

Train new employees on cleaning procedures, use of equipment, and company policies.
Conduct ongoing training sessions to improve staff skills and knowledge.
Evaluate staff performance and provide feedback and coaching as needed.

Quality Control:

Conduct regular inspections of rooms, common areas, and other workspaces to ensure they meet cleanliness and hygiene standards.
Address any deficiencies and ensure corrective actions are taken promptly.

Inventory and Supplies Management:

Manage inventory of cleaning supplies and equipment.
Order new supplies and equipment as needed, ensuring adequate stock levels.
Ensure proper storage and usage of cleaning products.

Scheduling and Planning:

Create and manage staff schedules to ensure adequate coverage.
Plan and coordinate special cleaning projects, such as deep cleaning or event preparation.
Adjust schedules and staffing levels based on occupancy and operational needs.

Guest and Client Relations:

Address and resolve guest or client complaints regarding housekeeping services.
Ensure prompt and courteous service to guests or clients.
Coordinate with other departments to meet special requests or requirements.

Maintenance Coordination:

Report maintenance issues and coordinate with maintenance staff for repairs.
Ensure that all equipment is in good working order and arrange for repairs or replacements as needed.

Team Leadership:

Foster a positive and productive work environment.
Encourage teamwork and collaboration among housekeeping staff.
Lead by example and uphold high standards of professionalism and conduct.

TRAINING

Subject : Microsoft office word, Excel, PowerPoint

Location : Kathmandu, Nepal

Subject : Accounting software Tally 9.0 and 10

Location : Kathmandu, Nepal

Subject : Adobe Photoshop

Location : Kathmandu, Nepal

Subject : First Aid level 2

Location : Highfield, Abu Dhabi, UAE

Subject : Fire warden

Location : JAHEZIA, Abu Dhabi, UAE

Subject : Cleenol C.O.S.H.H

Location : Abu Dhabi, UAE

CONCLUSION & DECLARATION:

I hereby certify that the above mentioned Statement is correct & true to the best of my knowledge & belief.

ANIL SIGDEL

