

Sarmila Rai



Contact

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Languages

English – Fluent
Hindi – Fluent
Nepali – Fluent

Other Details

Passport No: 12565197
➤ **Expiry:** 07.12.2031
Visa Status: Job Visa
Nationality: Nepal
DOB: 31th August 1999
Marital Status: Single
Total Experience: 01.02 years
➤ **Available to join immediately**

Profile

I am a person who works hard and is energetic, self-motivated, trustworthy, and responsible. I have experience working in teams and can handle any difficult circumstances. I have the ability to operate well both independently and in a collaborative setting. I can stay on task and meet deadlines even when under pressure. My one year of experience in the housekeeping industry in the UAE has given me the strength and professional growth I need.

Experience

Housekeeper Team leader - June 2022 to Present

Block Twenty Company LLC, Umm Al Quwain, UAQ, UAE

- Assigned cleaning tasks to staff and other organizational duties
- Supervised cleaners and room attendants
- Recording missing or damaged items and arranging for the item's repair or replacements
- Meeting with clients to discuss their expectations and taking care of the signing of the company's contract
- Responded to customer complaints or enquiries immediately and reporting any problems to the supervisor
- Performed Wiping and polishing furniture and fixtures
- Performed Vacuuming, dusting, mopping, cleaning equipments and bathrooms
- Maintained an inventory of household items, uniforms, equipment and furniture
- Notified Supervisor of any accidents or problems while rendering service
- Established and maintained standard operating procedures for cleaning and organising the office or facility
- Cleaning and disinfecting equipment at the end of their shift

Skill Highlights

- Hard Working
- Independent
- Organized
- Fast Learner
- Time Management
- Attention to Detail
- Flexible in working Hours
- Enthusiast

Education and Certification

Secondary Education – 2019, Bhanu School of Civil Engineering, Nepal