

## Curriculum Vitae



### **JAKIR HOSSAIN**

Siliguri, Darjeeling,

West Bengal, India

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#### **Objective:**

To become a management professional and having a knowledge of the hotel industry while contributing to achieve the organization's goal as well as my personal goals with the help of my experience and skills.

#### **Work Experience:**

- **Working as a Housekeeping Associate ( Casual – Kohinoor Company) in Aloft and Element Me'aisam Hotel, Dubai from November 2023 to till date ( Aloft – 221 Room and Element 168 Apartments)**

#### **Job responsibilities:**

- Checks the occupied and departure rooms, giving special attention to guest needs.
- Achieve positive outcomes from guest queries in a timely and efficient manner.
- Cleaning the Public area in timely manner and make sure the area is maintain throughout.
- Using the machineries while cleaning and maintaining.
- Cleans assigned guest units in accordance with company standard.
- Stocks and maintains housekeeping card and storage room.
- Report maintenance issues to room inspector/manager immediately.
- Properly tags lost and found items and turns them in to management.
- Performs towel service responsibilities as needed.
- Offers guest assistance when needed whenever possible.
- Cleans room, guest laundry, vending and other areas as assigned.
- Complies with all safety and security policies in accordance with company Standard.

**Educational Qualification:**

- Completed Madhymik from W.B.B.S.E. board, Mekhliganj H.S. School in 2009.
- Completed Higher Secondary from W.B.B.S.E. board, Mekhliganj H.S. School in 2011.

**Special Skills:**

- Good customer service skills
- Demonstrates ability to interact with coworkers in a variety of situations
- And maintains a calm demeanor in a stressful environment.

**Award:**

- Star of the month award in January 2024 in Aloft and Element Hotel, Dubai.

**Strengths:**

- Dedicated, Hard Working.
- Interactive skills
- Positive thinking and willing to learn.

**Hobby and Interest:**

- Driving, Playing Cricket

**Languages Known:**

- English, Hindi, Bengali

**Personal Particulars:**

Name	: Jakir Hossain
Father's Name	: Amir Uddin Mahammad
Date of Birth	: 8 <sup>th</sup> April, 1994
Sex	: Male
Marital Status	: Single
State	: West Bengal.
Nationality	: Indian
Passport Issue Date	: 23/05/2016
Passport Expiry Date	: 22/05/2026

I hereby declare that all the particulars above mention are correct to the best of my knowledge and Belief.  
(Jakir Hossain)