**HAROON NAEEM**

+92 324 4512113

****haroonnaeem2208@gmail.com

Confident leader experienced in Administration and janitorial work. Motivates, trains and managing team to meet expectation every day. My Objective is to pursue a career in a reputable organization, enhancing & fulfilling organizational and departmental goals through abilities of my academic training & practical work experience.

**PROFESSIONAL EXPERIENCE**

**RN janitorial Services Lahore, Pakistan**

**5 years experience
2019 – Till date**

**Housekeeping` Manager & Administration head**

**Key Contributions:**

* Conducted regular performance evaluations for housekeeping staff, identifying area for improvement and constructive feedback for professional development.
* Developed comprehensive standard operating procedures to guide the housekeeping team in delivering consistent service quality.

**Zeenat Quick Services, Lahore, Pakistan**

**3 year experience**

**2016-2019**

**Housekeeping Manager**

**Key Contributions:**

* Managed team productivity and workflow to exeed quality standards
* Assisted in budget creation for the housekeeping department, ensuring accurate forecasting of expenses related to staffing supplies, equipment and other cost.
* Trained and mentored all new all new personals to maximize quality of service and performance .
* Developed comprehensive standard operating procedures to guide the housekeeping team in delivering consistent service quality

**EDUCATION**.

 **MATRICULTION**

 **Board of Intermediate & Secondary Education, Lahore, Pakistan**

 **2008-2010**

 **INTERMEDIATE**

 **Board of Intermediate & Secondary Education, Lahore, Pakistan**

 **2010 – 2012**

 **BACHELORS IN COMMERCE**

 **PUNJAB UNIVERSITY**

 **2013 - 2014**

**SKILLS**

* Scheduling and planning
* Handling pressure
* Communication skill
* Microsoft excel
* Leadership
* Teamwork
* Supervisory skill

**ADDITIONAL INFORMATION**

**Fathers Name:** Naeem Masih

**Date of Birth:** 22-08-1992

**Passport No.** : FA9950131

**Gender:** Male

**Nationality:** Pakistani

**Reference**

Reference will be furnished on request.