C u r r i c u l u m V i t a e

**SANI JEEVAN**

**Contact No: + 971 582466693(UAE)**

**Email: shubash846@ gmail.com DUBAI –UAE.**

*PROFILE*

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 encourage and permitted to be an active participant as well vital contribute on development of the company.

***Skills***

* Very energetic result oriented and organized.
* Efficient and well behaved person with good communication skills
* Extremely hardworking and self-motivated and able to work independently in a team environment

*EDUCATIONAL QUALIFICATIONS*

* Board of intermediate Education, Karachi
* Secondary School Certificate (S.S.C) Board of Secondary Education

*WORK EXPERIENCE*

* Organization: **Dubai International Finance  Center**
* Designation : Supervisor (2 years Experience)
* Duration : February 19/2021 to Date 2022
* Location : Dubai, UAE
* Organization : **EJADAH ASSET FACILITIES MANAGEMENT**

Designation : House Keeping Super Visor

Duration : February 07/2021 to Date 2022

Location : Dubai, UAE

* Worked as a **HOUSEKEEPINT SUPER VISOR** with **EMAAR SALE CENTER** for 17 months experience
* Worked as a **Super Visor** with **JUMEIRAH BUSINESS CENTER** 2 IN **JUMEIRAH LAKES TOWERS** ,Dubai for 08 months
* Worked as a **GYM ATTENDANT** with **Dubai Marina Phase 1**in Dubai, Emaar 6 Towers for 18 months
* Worked as a **SUPER VISOR** with **MARINA PHASE I EMAAR 6 TOWERS**
* **( EMAAR COMMUNITY MANAGEMENT** ) for (2 years Experience)

**Duties & Responsibilities**

* Train housekeepers on cleaning and maintenance tasks
* Oversee staff on a daily basis
* Check rooms and common areas, including stairways and lounge areas, for cleanliness
* Schedule shifts and arrange for replacements in cases of absence
* Establish and educate staff on cleanliness, tidiness and hygiene standards
* Motivate team members and resolve any issues that occur on the job
* Respond to customer complaints and special requests
* Monitor and replenish cleaning products stock including floor cleaner, bleach and rubber
* Participate in large cleaning projects as required
* Ensure compliance with safety and sanitation policies in all areas

**Duties & Responsibilities**

* Work experience as a Housekeeping Supervisor or similar role
* Hands-on experience with cleaning and maintenance tasks for large organizations
* Ability to use industrial cleaning equipment and products
* Excellent organizational and team management skills
* Stamina to handle the physical demands of the job
* Flexibility to work various shifts, including evenings and weekends
* Training housekeepers on cleaning and maintenance tasks
* Overseeing staff performance on a daily basis
* Checking rooms and common areas, including stairways and lounge areas, for cleanliness

**PERSONAL INFORMATION**

Full Name : SANI JEEVAN

Date of Birth : 17/04/1993

Marital Status : Single

Religion : Hindu

Nationality : Pakistani

Languages : English, Urdu, Gujarati

**PASSPORT DETAILS**

Passport No : AA8601961

Date of Issue : 20/07/2017

Date of Expiry : 19/07/2027

Visa Status : Employment Visa

**CONCLUSION & DECLARATION**

I hereby declare that the above information are true and correct according to the best of my

Knowledge & My Experience. If selected I assure that I would perform to the best of my

abilities, early awaiting a Positive response.

**SANI JEEVAN**