





# Ehsan Zaheer

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An enthusiastic and highly efficient individual with an excellent organizational, planning skills and a unique understanding of the Guest services and Housekeeping skills seeking a role in a professional and dynamic organization where I could apply my skills and experience along with utilizing the right tools to increase the present and the future value of the organization and consequently myself. Also getting experience of working as Front Desk Agent in Front office.

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## Skills

- OPERA PMS
- Customer Service
- Housekeeping
- Telephone Calls
- Front Office System
- Decision-making
- Time Management
- MS Office Suite
- Multitasking
- Detail Oriented
- Problem-solving
- Ability to perform each essential duty satisfactorily

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## Experience

12/2021 – Present

### Housekeeping Attendant

#### Al Jaddaf Rotana Suite Hotel - Dubai (5\*)

- Receive work assignment, keys and supplies from the supervisor and sign the key log book accurately
- Clean rooms and bathrooms, performing any combination of the following duties
- Keep fire exits and stair ways clear of any obstruction
- Check and report any maintenance work required immediately
- Pick up any litter from corridors and pathways
- Vacuum carpet and upholstered furniture, dust and wipe furniture, empty ashtrays and wastebaskets
- Make bed, wash sink, bathtub, toilet, tiles, mirrors and floor and polish brass and metal
- Replenish bathroom supplies and room supplies
- Tidy and arrange neatly guest toilet articles on vanity top and spot cleans carpet when necessary
- Clean and keep the guest corridors, service pantries and service areas neat and tidy at all times
- Remove Room Service tray and trolley from guestroom and corridors
- Inform valet service to collect guests clothes for laundry, dry cleaning or pressing services.
- Perform other reasonable job duties as requested by Supervisors.

02/2020 – 10/2021

**Bellboy**

**Serena Hotel Islamabad - Pakistan (5\*)**

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## **Education**

**Intermediate in Computer Science**  
Punjab College of Technology, Jhelum

**(2014-2016)**

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## **Languages**

- English (Fluent)
- Urdu (Native)
- Hindi (Fluent)