

Asif Iqbal

In-charge / Executive Housekeeping

24 yrs successful experience in Hotel industry

Skills:

Excellent Communication Skills
Staff Trainings
Large / Small Groups preparation
Staff duty roster management
Vendor Relations
Vendor invoices

Guest Service Management
Stock Maintenance
VIP clients assistance
Accommodation checklist maintenance
Budgeting & Costing
Room interior shape ups and changes

Experience:

Manager Housekeeping

Abjar Grand Hotel Dubai – 4 star

Mar 2012 – Dec 2021

Duties & Responsibilities:

Ensure availability of rooms prior to guest arrival
Assist in weekly, monthly and annual stock & materials
Provide relevant information to Duty Manager, Front office and related departments
Provide clear instructions to all Supervisors, floor in charge
Proper hand over to shift duties, Maintain check and balance of all vacant & VIP rooms
Proper inspection of all floors, rooms, restaurants, public areas, parking and outlets
Implementing Department policies and procedures including lost & Found, key control, Security and emergency procedures, health & safety protocols for guest and employees
Coordinate with front office for rooms block and ensure smooth and clear check out

Asst Manager Housekeeping

Ramada Continental Hotel Dubai – 4 star

Jan 1998 – Feb 2012

Duties & Responsibilities:

Assist Executive Housekeeper to make all operations smooth and maintain standards.
Provide relevant information to Duty Manager, Front office and related departments
Proper inspection of all floors, rooms, restaurants, public areas, parking and outlets
Implementing Department policies and procedures including lost & Found, key control, Security and emergency procedures, health & safety protocols for guest and employees
Perform tasks as assigned by Executive Housekeeper. Assisting in preparation of duty roster

Senior Room Boy Housekeeping

Holiday Inn Lahore, Pakistan – 4 star

Oct 1995 – Apr 1997

Duties & Responsibilities:

Supervise staff to provide clean & sanitized facilities. Briefing to staff to develop skills
Preparing store requisitions. Handling staff in absence of Supervisor. Follow up with Front office and reservation in charge for arrivals and departures. Maintain daily guest Reports. Organizing staff for cleaning and make up of all rooms and public areas.
Have knowledge of all kind of housekeeping machinery i-e, carpet shampoo, upholstery, Floor scrubbing, polishing & buffing.



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D.o.B: 28-09-1973

Marital Status: Married

Nationality: Pakistani

Address: Yas Tower Al Nahda Sharjah

Visit Visa Status until 10 Sep 2022

Academic Qualification:

Bachelor of Arts – Karachi University
Pakistan

Computer Skills:

Adopt Hotel Software

LAN Mark,

Microsoft Office,

Email & Internet Applications,

Guest Centric System (PMS),

Wish net Software.

Vocational Trainings:

Basic First Aid Course from Medic

First Aid Training Programs.

Emergency Care Training Dubai June

2006

Interest Activities:

Reading, Outdoor Sport, Solo

Travelling, Theater

Achieved Awards:

AUG 2003 MAR 2005

Ramada Continental Hotel for Honest
& dedicated staff category

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