



Teguh Hartriyana Putra

Personal Data

Phone

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E-mail

teguhaja447@gmail.com

Address

Jln Raya cisolok . Sukabumi
Indonesia.

Place/Date of Birth

Sukabumi/September 29th, 1996

Skills

Responsible



Fast learner



Teamwork



Language

English



Bahasa Indonesia



Microsoft Office



RESUME

Job Objective

My name is Teguh I'm professional housekeeping attendant, I've been in housekeeping department for more than 5 years and I'm applying as a Public Area Attendant. I started my career as a public area attendant in Hotel Horison and I've been working in Hotel Menara Peninsula 4 star hotel since 2019 as a room boy. I'm a responsible person, hard worker, customer service, teamwork and able to work under pressureand I do believe, I'll be great asset for your company.

Experience

- | | |
|---|---|
| November 28 th , 2019
to present | Hotel Menara Peninsula. 4-Star Hotel, Indonesia.
Assignments : Room Boy.
Responsibility : <ul style="list-style-type: none">➤ Manage and maintain cleanliness guest room and public area with standard hygiene, sanitize and safety work regulations.➤ Anticipate guests needs and respond promptly.➤ Maintain positive guest relations by Attends to guest calls, guest requests /guest complaints.➤ Responsible for the Hotel property and maintain all tools and equipment. |
| September 24 th , 2018
to October 19 th , 2019 | Hotel Horison Sukabumi 4-Star Hotel, Indonesia.
Assignments: Public area attendant.
Responsibility: <ul style="list-style-type: none">➤ Cleans and maintains hotel public areas including inside and outside hotel.➤ Clean and maintain all equipment and maintain inventory in the Housekeeping closets.➤ Maintain a work area at all times in hygiene, sanitize, safety and secure |
| December 4 th , 2017
to June 9 th , 2018 | Hotel Horison Sukabumi 4-Star Hotel, Indonesia.
Assignments: Internships program in Housekeeping Department
Responsibility: <ul style="list-style-type: none">➤ Assist and ensure that hotel cleanliness standards are maintained in all areas.➤ Supports and helps room attendants and public area attendants.➤ Maintain vacuum cleaners and other equipment by cleaning, storage and inventory. |

Education

- | | | |
|----------------------------------|---|----------|
| October, 2016 to
October,2017 | Sangkuriang – Maritime Hotel Institute
Bogor – Indonesia | Graduate |
| July, 2012 to
May, 2015 | SMA N.1 – Senior High School
Sukabumi – Indonesia. | Graduate |

Reference

Giri Santoso – Exc Housekeeper – Hotel Menara Peninsula – 62 813 8410 2014
Agus Yanto – HR Manager – Hotel Menara Peninsula – 62 815 8542 7788