**JOSIAH MELVILLE**

#51, 5th Avenue Bon Air Gardens, Phase 1, Arouca

Tel. No.: 1-868-382-7336 Email: [josiahmelville9@gmail.com](mailto:josiahmelville9@gmail.com)

Date of Birth: December 30th 1996

**OBJECTIVE**

To participate as a team member in a dynamic work environment focused on promoting business growth by providing superior value and service. I am willing and able to learn new skills and knowledge to perform or improve my job performances. I am reliable, understanding, calm, and compassionate and have good listening skills to enable me to excel in any field.

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**HIGHLIGHTS**

* Courteous
* Ability to Work as a Team
* Ability to Walk and Stand for Long Periods of Time
* Communication Skills
* Takes Direction Well

**RELEVANT WORK EXPERIENCE**

2015

**Custodian – Premium Maintenance & Repairs Co. Ltd.**

**Site Location: International Waterfront Centre**

*Responsibilities include:*

* Worked as part of a team to carry out cleaning tasks to ensure standards are maintained.
* Ensure any repairs noticed during cleaning duties are reported to supervisor in a timely manner.
* Ensure cleaning tasks assigned by supervisor are carried out in a timely fashion.
* Utilize proper training to clean up potentially hazardous materials or contact the appropriate authorities to handle such incidents.
* Carry out additional or special cleans as instructed by cleaning supervisor.
* Identify appropriate cleaning materials and products to sanitise area, disinfect and deodorise according to company standards.
* Organise cleaning items, disinfectants and other materials kept in storage, as well as cleaning equipment.
* Maintain accurate logs and records of areas that have been cleaned and schedule of regular cleaning.
* Use proper signage to indicate wet flooring or other potentially hazardous situations.
* Regularly empties trash and recycling.
* Replenish supplies in washrooms, such as hand soap, paper towels and toilet paper.
* Follow cleaning routine and schedule as set by supervisor including sweeping, mopping, dusting, vacuuming, window washing, mirrors, etc.

2015

**Feed and Flour Distributor – National Flour Mills (NFM)**

*Responsibilities include:*

* Load goods on delivery truck according to invoices.
* Offload goods from delivery truck to each customer and correspond with invoice.

2014-2015

**Labourer – Justified Builders & Maintenance Services Co. Ltd. (Part Time)**

*Responsibilities include:*

* Clean debris, trash and hazardous materials from construction sites
* Place traffic signs to warn traffic of construction in process
* Clean construction equipment appropriately
* Perform roadside maintenance tasks such as trimming trees and clearing shrubs
* Load and unload material from trucks.
* Use hand tools to cut and shape material as per instructions.

**EDUCATION**

2016

**University of the West Indies (Open Campus)**

Certificate in Air Condition (A/C) and Refrigerator Repairs

2014-2015

**Youth Training and Employment Partnership Program (YTEPP)**

Certificate in Graphic Design

2009-2014

**El Dorado West Secondary School**

Physical Education – Grade II

Agricultural Science – CVQ

Technical Drawing – CVQ

2007-2009

**Arouca Anglican Primary School**

**REFERENCES**

Ms. Candice John Mr. Lennox Joseph

Office Administrator Managing Director

Premium Maintenance & Repairs Co. Ltd. Ansel Petroleum Services Ltd.

Tel. No.: 868-325-6522 Tel. No.: 868-680-5141

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Josiah Melville