

# Curriculum Vitae

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## MD ABU SAYEED RIDAY

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Jeddah, Saudi Arabia



### Carrier Objective:

To secure a challenging and rewarding Housekeeping Supervisor position in a reputed organization, where I can utilize my skills, experience, and knowledge to ensure high-quality housekeeping services and maintain a safe, clean and organized environment

### Summary:

- 5 years of experience in managing housekeeping operations and leading a team of housekeeping staff.
- Proven ability to maintain high standards of cleanliness and customer satisfaction.
- Excellent organizational, communication, and interpersonal skills.
- Ability to train and mentor housekeeping staff, ensuring their work performance is up to standards.
- Knowledge of housekeeping best practices, safety regulations, and budget management.

### Personal information:

Name	:	<b>Md Abu Sayeed Riday</b>
Father's Name	:	Md Abdul Mamin
Nationality	:	Bangladeshi.
Date of Birth	:	30/12/1996.
Religion	:	Islam.
Marital status	:	Unmarried.
Blood Group	:	<b>O+ (positive)</b>
Iqama No	:	2468756685 (Transferable)
Language	:	English, Arabic, Hindi & Bangla.

### Educational Qualification:

Secondary School Certificate – 2013 – 4.44 (out of 5)  
Higher Secondary Certificate – 2015 – 3.98 (out of 5)  
Bachelor of Business Administration (3<sup>rd</sup> Year Finish)

## Work Experience:

### Housekeeping Supervisor | Warwick Hotel- Jeddah

2018 to Still Work

- Supervised and managed a team of 15 housekeeping staff and ensured their work was carried out to the highest standards.
- Developed and implemented cleaning schedules and checked that all areas were cleaned to the required standards.
- Conducted regular training sessions for housekeeping staff to improve their skills and performance.
- Maintained inventory levels of cleaning supplies and equipment and ordered supplies as necessary.
- Investigated and resolved guest complaints in a timely and professional manner.
- Conducted regular inspections of guest rooms, public areas, and back-of-house areas to ensure they were clean, well-maintained, and safe.
- Provided support to the housekeeping team in their daily tasks and ensured that all equipment was properly maintained and stored.
- Collaborated with other departments to coordinate housekeeping services and resolve any interdepartmental issues

### Housekeeping Room Attendant | Long Beach Hotel – Cox-Bazar

2013 to 2016

- Assisted in maintaining the cleanliness of the hotel, including guest rooms, public areas, and back-of-house areas.
- Assisted with laundry duties, including washing, drying, folding, and storing linens and towels.
- Conducted regular room inspections to ensure all rooms are properly cleaned, maintained, and supplied.
- Responded to guest requests and complaints in a timely and professional manner, ensuring their comfort and satisfaction.
- Maintained a safe and organized work environment by following established procedures and policies.

## Skills:

- ✓ Strong leadership and team management skills
- ✓ Excellent organizational, communication, and interpersonal skills
- ✓ Ability to multitask and prioritize tasks effectively
- ✓ Strong problem-solving and decision-making skills
- ✓ Knowledge of housekeeping best practices, safety regulations, and budget management
- ✓ Proficient in Microsoft Office (Word, Excel, and PowerPoint)

## Declaration:

I hereby declare that, the above furnished information is correct and accurate as per knowledge.

*riday*

Signature

Date: \_\_\_\_\_