

SUKHBIR SINGH
sukhbirsahota925@gmail.com
Hothian ,India Punjab, Tarn Taran, India

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Housekeeper with [4 years] of experience in maintaining cleanliness and orderliness in various residential and commercial settings. Skilled in executing a wide range of cleaning duties with precision and efficiency, ensuring a sanitary and inviting environment. Proficient in utilizing industry-standard cleaning equipment and chemicals while adhering to safety protocols. A proactive team player with excellent time management abilities, committed to exceeding expectations and delivering exceptional service to clients.

WORK EXPERIENCE

Housekeeper Assistant

Dec 2020 - Nov 2022

Swamina International Pvt Ltd • Jamnagar, Gujarat, India

- Assisted in cleaning and maintaining guest rooms and public areas according to established standards
- Supported housekeeping staff with tasks such as linen retrieval, trash removal, and room set-ups
- Conducted periodic inspections to identify areas needing attention and promptly addressed any issues
- Demonstrated exceptional customer service skills in responding to guest requests and inquiries

Housekeeper

Feb 2018 - Dec 2020

Excellent projects Pvt Ltd • Panipat (Haryana), India

- Perform daily cleaning tasks, including sweeping, mopping, vacuuming, dusting, and sanitizing surfaces
- Change linens and towels, make beds, and ensure all rooms are well-maintained
- Handle laundry duties, including washing, drying, folding, and ironing clothes
- Stock and maintain cleaning supplies inventory, ensuring adequate levels for daily operations
- Collaborate with team members to prioritize tasks and ensure efficient workflow

- Address customer inquiries and concerns promptly, maintaining a high level of professionalism
- Follow safety guidelines and procedures to prevent accidents and ensure a safe working environment

EDUCATION

Fitter ITI

Jun 2013 - Sep 2015

Guru Ram Das ITI Bheela • Kapurthala, India

10th

Apr 2009 - Mar 2010

Punjab Education Board • Tarn Taran, India

SKILLS

- Proficient in performing a wide range of cleaning tasks with attention to detail
- Strong knowledge of cleaning equipment, chemicals, and safety procedures
- Excellent organizational and time management skills
- Ability to work independently and as part of a team
- Outstanding communication and interpersonal abilities
- Flexible and adaptable to changing work environments