**RESUME**

**Surname:** Anthony

**Name:** Patrick

**Other Name:** Jean Richeville

**Nationality:** Mauritian

**Date of Birth:** 25th July 1973

**Address:** Unit 1, 19 James Street, Pakenham, VIC 3810

**Mobile:** 04 6662 7915

**Email:** [**richeville**](mailto:richeville)**1973@yahoo.fr**

***Personal Profile Summary***

I am a self-motivated person, enthusiastic, hardworking and professional cleaner with 7+ years’ experience in cleaning and hospitality industries. I work effectively both within a team and individually as an own Business Manager (Franchisee) using my own initiative. Having a ‘can do’ attitude and able to maintain a high standard hygienic environment. I take enormous pride in my work and opportunity to build on and develop my existing skills with a forward thinking attitude and a will to assist me in achieving my career goals and succeed to the highest level in any challenge that is presented to me.

Having proven great honesty and loyalty through the past work experiences, has given me the ability to build a loyal, quality client base on the responsibility for improving the appearance and well-being of customers. Ability to sustain positive and productive relationships with teachers and staff, ensuring they are happy, comfortable and know what is occurring throughout the time with the daily cleaning of all areas with in the school.

I have excellent interpersonal skills and I am an extremely efficient and productive franchisee member with great flexibility in working hours to suit the situations and the ability to follow direction and work under little to no supervision. Complying with all proper safety policies and procedures when using cleaning chemicals I have an extremely good Knowledge of handling both manual and automated tools used for cleaning various areas and always make sure that the COSHH (control of Substances Hazardous to Health) regulations are adhered to on the use of chemicals and protective equipment to safe work practices.

***Key Skills and Qualification***

* Ability to follow workplace rules and maintain work – related standards, diligently
* Ability to interact with all co-workers and school staff, in a courteous manner
* Sound knowledge of various cleaning and sanitizing methods and practices
* Reporting any defective equipment or safety concerns to the cleaning supervisor
* Can work well in a busy and demanding environment
* Can communicate effectively at all levels.
* Ensuring Health and Safety guidelines are followed at all times
* Implementing Health and Safety rules (e.g. display warning signs such as “wet surface” signs when appropriate)
* Locking rooms and the property is secure after the completion of the job
* Following health & safety guidelines when handling chemicals
* Knowledge of correct cleaning products, equipment and best practices
* The ability to use electrical equipment (e.g. vacuums, polishers and steam machines) in a safe and effective manner
* Excellent attention to detail
* A positive attitude and taking pride in work
* The ability to multi-tasks and get work done according to strict deadlines

***Selected Achievements:***

* Over 8 years work experiences as a Franchise business owner in school cleaning (ABN 96371492360)
* Highly skilled in performing general cleaning and manual labour tasks
* Proven record of working with chemicals and dangerous materials
* Able to perform accurate and safe work
* Demonstrated ability of prioritizing, organizing and following through on different work tasks
* Thorough understanding and capability to follow oral and written instructions.

***Main Duties Performed***

* Cleaning offices, restroom, kitchens, meeting rooms, main entrance, Gym area, corridors and other facilities to a high standard
* Dusting, Damp Wiping, all surface areas
* Vacuuming floors and carpets
* Sweeping and mopping floors
* Replenishing hand soap dispensers, bin bags, toilet paper and tissues.
* emptied waste containers, litter in appropriate bins and removed waste from the premises to selected area
* Cleaning windows and frames
* Recycling office equipment no longer required
* Emptying Yard bins (once every week)
* Cleaning the surrounding area of the premises free of litter
* Cleaned toilets including urinals and sinks
* Cleaned entry door glass inside and exterior
* Mopped, cleaned, buffed and waxed floors every term cleaning holidays
* Scrubbed and sanitized all areas of lavatories and facilities every term cleaning holidays
* Cleaned corridors, stairs, stairwells, walls and partitions during the term cleaning holidays.
* Used a range of hand operated equipment, detergents and other cleaning products

***Education & Qualifications***

**2017** Completed IELTS (International English Language Testing System)

**2014** Completed the cleaning and caretaking Certificate

**2009** Completed the Hospitality Training Australia (SITXOH002A) Follow Workplace Hygiene Procedures

2009 Completed the Hospitality Training Australia (SITHFAB099A) Provide Responsible Service of Alcohol.

2008 Social and human sciences technology

2008 Completed the 150 hours Training in Basic Cookery and Pastry

**1995** Completed the Computer Examination Word Processing Intermediate/ Elementary at the ZLB Informatics Centre

**1992** Industrial and Vocational Training Board Electronic Training Centre **–** Module 1 Basic Training in Mechanic and

Electro-mechanics.

1991 Complete the School Certificate University of Cambridge and General Certificate of Education Examination

(Equal to Year 12)

1991 Complete the Internal Examination of Form Four

1990 Completed the Hotel and catering course

1986 Complete the School Certificate of Primary Education Examination.

***Professional Experience***

**May 2010 – Present Franchisee business owner – Pakenham Spring Primary School**

* + - * Cleaned, organised and Maintained all classroom, bathrooms, offices and restroom, corridors , kitchens, meeting rooms, main entrance, Gym area and other facilities to a high standard
      * Collected and discarded all waste materials, I a proper and careful manner.
      * Build and maintained positive working relationships with cleaning staff and school employees
      * Cleaning offices, restroom, , corridors
      * and other facilities to a high standard
      * Dusting, Damp Wiping, all surface areas
      * Vacuuming floors and carpets
      * Sweeping and mopping floors
      * Keeping reception area clean and tidy
      * Replenishing hand soap dispensers, bin bags, toilet paper and tissues.
      * Removed trash, emptied waste containers, litter in appropriate bins and removed waste from the premises to selected area
      * Cleaning windows and frames
      * Recycling office equipment no longer required
      * General cleaning of all surfaces and areas
      * Cleaned toilets including urinals and sinks
      * Cleaned entry door glass inside and exterior
      * Cleaned, organized and maintained all classroom, bathrooms in the school.

**May 2010- August 2014 Casual machine operator – Bellevue Orchard and Summer Snow factory**

* + - Apple crushing
    - Machine operator
    - Bottling
    - Apple packer

**July 2009 - May 2010 Work as Feed Mill production Operator – Ingham’s Factory**

* + - General maintenance work and cleaning duties
    - Ensuring loading and unloading bulk truck
    - Operating the necessary plant associated equipment for the production of chicken

Feed

December 1999 – March 2009 Work as Purchasing Order for Anglo- Mauritius Assurances Society Ltd and

The Swan Insurance Co Ltd

January 1991 - December 1999 Work Purchasing Order – GBA Trading Ltd

REFERENCES – Available on request