

PERSONAL INFORMATION

SRAVAN JOSE



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Sex Male | Date of birth 09/05/1992 | Nationality Indian

JOB APPLIED FOR

CLEANER

WORK EXPERIENCE

10/12/2010–10/09/2018

Cleaning boy cum gardener

Pelita Indah Restaurant, Gelugor (Malaysia)

- Performed a variety of cleaning activities such as sweeping, mopping, dusting and polishing.
- Cleaned and maintained floors and walls in kitchen and dish washing area by following standard procedures.
- Scraped food from dirty dishes, pots and pans and wash by hand or in the dishwasher following all standards for maintenance of the machine and safety.
- Examined, pulled, and stacked cleaned items, send soiled items back for re-scrubbing and re-washing.
- Provided the highest quality of service to the guests at all times and anticipate and exceed guest expectations.
- Maintain and grow the garden to ensure it meets specific requirements and expectations.
- Perform basic maintenance such as cutting the grass, emptying bins, managing weed control and leaf raking.
- Work with hand tools and basic light machinery such as plant vehicles, and small diggers.
- Maintain a clean garden by clearing rubbish and litter from the garden and grounds
- Service all garden equipment and machinery
- Keep an eye on all the assigned tasks.

05/08/2018–Present

Cleaner cum office boy

Friends Tours and Travells, Ramapuram, Kerala (India)

- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Vacuum and shampoo carpets and make sure that they are dried out before the day begins.
- Wash down restrooms and ensure they are correctly sanitized.
- Mix the cleaning liquids in correct and safe quantities.
- Move around heavy equipment and furniture for storage or rearranging.
- Wipe down desks and chairs and make sure that stubborn smears are removed using appropriate cleaning materials
- Clean and wash down windows and ensure that they are adequately dried.

Related document(s): Experience.pdf



EDUCATION AND TRAINING

04/2019

SECONDARY SCHOOL LEAVING CERTIFICATE

National Institute of Open Schooling, Government of India (India)

- Malayalam
- Home Science
- Business Studies
- Data Entry Operations
- English

[Related document\(s\): sslc.pdf](#)

PERSONAL SKILLS

Mother tongue(s) Malayalam

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

- Good communication skills gained from my experience of four years with Foreign Delegates
- Excellent Speaking and Written English skill.

Organisational / managerial skills

- Leadership.
- Strong interpersonal skills and problem-solving ability.

Job-related skills

- Management Operations
- Customer Service
- Vendor Relations
- Security Management
- General Administration
- Safety Assurance
- Quality Management
- Ability to coordinate with the fellow works as a part of the team

Digital skills

	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem-solving
	Proficient user	Independent user	Basic user	Independent user	Proficient user

[Digital skills - Self-assessment grid](#)

ADDITIONAL INFORMATION

