

CURRICULUM VITAE

JOSEPH ENOBONG ASUQUO



PERSONAL INFORMATION

- Date of Birth: 15 April 1992
- State of Origin: Always ibom
- Mobile Number: 07084800566 - Email:josephenobong640@gmail.com
- Nationality: Nigeria
- Sex: Male
- Marital Status: Single
- Languages: English and Ibibio

INSTITUTIONS ATTENDED WITH DATES

- (2004-2010) Christian academy nsit ibom, Akwa ibom State.
- (1997-2003) Monef kiddies school uyo, Akwa ibom State

ACADEMIC QUALIFICATIONS WITH DATES

- 2010 SSCE (Senior School Certificate Examination)
- 2003 FSLC (First School Leaving Certificate)

EXPERIENCE

Pangrove Catering Services, Imo State. Nigeria — 2013 to January 2015.
HOUSEKEEPER.

- 1) Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms and other work areas so that health standards are met. Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers. Empty wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas.
- 2) Care for children and/or elderly persons by overseeing their activities, providing companionship, and assisting them with dressing, bathing, eating, and other needs. Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- 3) Purchase or order groceries and household supplies to keep kitchens stocked, and record expenditures. Run errands such as taking laundry to the cleaners and buying groceries.
- 4) Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines. Dust and polish furniture and equipment. Keep

storage areas and carts well-stocked, clean, and tidy.

5) Polish silver accessories and metalwork such as fixtures and fittings. Remove debris from driveways, garages, and swimming pool areas. Replace light bulbs.

6) Replenish supplies such as drinking glasses, linens, writing supplies, and bathroom items.

Sort clothing and other articles, load washing machines, and iron and fold dried items.

Sort, count, and mark clean linens, and store them in linen closets. Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary.

7) Assign duties to other staff and give instructions regarding work methods and routines.

Request repair services and wait for repair workers to arrive.

8) Deliver television sets, ironing boards, baby cribs, and rollaway beds to guests' rooms.

Disinfect equipment and supplies, using germicides or steam-operated sterilizers. Hang draperies, and dust window blinds.

9) Move and arrange furniture, and turn mattresses. Observe precautions required to protect hotel and guest property, and report damage, theft, and found articles to supervisors.

10) Plan menus, and cook and serve meals and refreshments following employer's instructions or own methods. Prepare rooms for meetings, and arrange decorations, media equipment, and furniture for social or business functions. Take care of pets by grooming, exercising, and/or feeding them. Wash dishes and clean kitchens, cooking utensils, and silverware. Answer telephones and doorbells.

Edo Catering and Foods, Owerri, Nigeria LTD.

HOUSEKEEPER — 2015 TO 2018.

- maintain all assigned areas in a clean and sanitary condition

- wash, dust, polish, vacuum and sweep all areas of the establishment
- clean sinks, tubs, showers and toilets according to prescribed sanitary standards
- polish fittings and fixtures
- clean mirrors and windows
- sort and wash laundry using machines or by hand as required
- iron, fold and distribute clean laundry
- empty and clean trash cans
- listen and respond to resident's queries and requests

- ensure adequate stock of cleaning supplies
- keep cleaning equipment in good working order

- maintain clean storage area for equipment and supplies
 - observe and report any maintenance issues
 - assist with meal preparation, serving and clean up
 - sweep, scrub, mop and polish floors
 - vacuum clean carpets, rugs and draperies
 - shampoo carpets, rugs and upholstery
 - dust and polish furniture and fittings
 - clean metal fixtures and fittings
 - empty and clean trash containers
 - dispose of trash in a sanitary manner
 - clean wash basins, mirrors, tubs and showers
 - wipe down glass surfaces
 - make up beds and change linens as required
 - tidy up rooms
 - wash windows as scheduled
 - sort, wash, load and unload laundry
 - iron and press clothing and linen
 - sort, fold and put away clean laundry
 - operate mechanized cleaning equipment
 - maintain all cleaning equipment and materials in a safe and sanitary working condition
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- monitor and report necessary domestic repairs and replacements