



RIZA MAE A. RAMIREZ

Ras al Khaimah, UAE

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PERSONAL INFO

Nationality : Philippines
Date of birth : 19/06/1990
Gender : Female
Marital Status : Single

EDUCATIONAL QUALIFICATION

Bachelor of Science in Business Administration
Major in Management
2006-2010
University of Northern Philippines
Graduate

SKILLS

- Leadership experience is an asset.
- Able to effectively communicate with guests and have strong interpersonal skills and a positive attitude.
- Available to work early mornings, evenings, weekends and holidays.
- Self-starter with excellent organization, presentation, customer service and communication skills.
- Computer skills including Outlook and basic Word and Excel.

OBJECTIVE

I look forward to being an integral part of a growth oriented team where I can effectively use of a combination of skill, knowledge and experience to further any goals in becoming an importing part of your prestigious organization

WORK HISTORY

Housekeeping Team Leader

Zulekha Hospital LLC, Dubai, UAE

Nov. 25, 2019 - Present

- Support Manager in assigning the work of Room Attendants and House Attendants and assist the Housekeeping employees by jumping in and cleaning as needed.
- Check and maintain adequate level of supplies and material and request replenishment of supplies as required.
- Work with Front Desk and Maintenance Departments regarding the status of rooms and common areas ensuring that guest requirements are met according to Hotel policy.
- Ensure guest lost items are secured and policies followed.

Housekeeping Attendant

Sheikh Khalifa Specialty Hospital-Ras Al Khaimah, Dubai, UAE

Mar. 14, 2017 - Oct. 19, 2019

- Greeting guests and responding to queries.
- Changing bed linen and making beds.
- Replacing used towels and other bathroom amenities, such as shampoo and soap.
- Sweeping and mopping floors.
- Vacuuming carpets.
- Dusting and polishing furniture.

Final Appearance Inspector

Nicera Philippines

June 2014 - January 2017

- Conducting regular and ad-hoc inspections of production processes, equipment, and final products.
- Assessing compliance with legal, regulatory, and internal standards and procedures.
- Identifying issues, recording non-compliance findings, and providing actionable feedback for improvement.

Cashier/Encoder

Domeros General Merchandise - Philippines

March 2010 - Sept.2013

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and beliefs. I assure to afford best honest service if opportunity given me to work with you.

RIZA MAE A. RAMIREZ