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Ahmed Abo Omar

الهاتف

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البريد الإلكتروني

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الخبرة

Tanta , Al salam university

طنطا, مصر | 2021 – Present

Administration manager

القاهرة, المصرية النمساوية الخدمات البترول

القاهرة, مصر | 2020 – 2021

Executive House keeper

Executive Housekeeper, Boudl Group

2019 – 2020

* To oversee supported housekeeping operations and ensure that staff operate in accordance with all the Association's policies and procedures.* To oversee supported housekeeping operations and ensure they are delivered in accordance with Supporting People and other relevant legislation/regulations.* To provide day to day support, advice, and guidance to supported housekeeping team managers* To foster sound working relationships with other relevant statutory voluntary agencies* To participate in the annual service review of the project.* To provide reports, information, and statistics as and when required by senior managers* To manage staff absence* To deliver training in-house* To carry out periodic and annual staff performance reviews* To manage staff performance including conduct and capability* To participate in staff disciplinary proceedings.

Executive Housekeeper, Le Park Concorde hotel

2018 – 2019

* To oversee supported housekeeping operations and ensure that staff operate in accordance with all the Association's policies and procedures.* To oversee supported housekeeping operations and ensure they are delivered in accordance with Supporting People and other relevant legislation/regulations.* To provide day to day support, advice, and guidance to supported housekeeping team managers* To foster sound working relationships with other relevant statutory voluntary agencies* To participate in the annual service review of the project.* To provide reports, information, and statistics as and when required by senior managers* To manage staff absence* To deliver training in-house* To carry out periodic and annual staff performance reviews* To manage staff performance including conduct and capability* To participate in staff disciplinary proceedings.

Housing Manager, Al Khodari sons.co

2011 – 2018

Responsibility * To oversee supported housing operations and ensure that staff operate in accordance with all the Association's policies and procedures. * To oversee supported housing operations and ensure they are delivered in accordance with Supporting People and other relevant legislation/regulations. * To provide day to day support, advice, and guidance to supported housing team managers * To foster sound working relationships with other relevant statutory voluntary agencies * To participate in the annual service review of the project. * To provide reports, information, and statistics as and when required by senior managers * To manage staff absence * To deliver training in-house * To carry out periodic and annual staff performance reviews * To manage staff performance including conduct and capability * To participate in staff disciplinary proceedings.

House Keeping Supervisor, Club Reef Hotel

2007 – 2008

Responsibility * Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness. *

Investigates complaints regarding housekeeping service and equipment and takes corrective action. * Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments. * Inventories stock to ensure adequate supplies * Makes recommendations to improve service and ensure more efficient operation

House Keeping Supervisor, Marriott International

2006 – 2007

Responsibility * Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness. *

Investigates complaints regarding housekeeping service and equipment and takes corrective action. * Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments. * Inventories stock to ensure adequate supplies * Evaluates records to forecast department personnel requirements

House Keeping Supervisor, Gardenia Plaza Hotel

2004 – 2006

Responsibility * Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness. *

Investigates complaints regarding housekeeping service and equipment and takes corrective action. * Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments. * Inventories stock to ensure adequate supplies * Makes recommendations to improve service and ensure more efficient operation

Room attendant, Tropicana Hotel

2002 – 2004

Responsibility * Change bed linen and make beds. * Replace used towels * Sweep and mop floors * Vacuum carpets * Clean public areas, like corridors * Report any technical issues and maintenance needs * Address guests' queries (e.g. on additional services) * Help guests retrieve lost items

التعليم

10thOct

International training & Development (TOPPS), Course

Tanta University

Bachelor

Alexandria University

B.Sc. of Social Work, Bachelor

اللغات

(الإنجليزية (متوسط)