

# CURRICULUM VITAE

## Personal Information

Surname (s) / First Name (s) : I MADE YOGIK INDRAWAN SUDIANA  
Position applied for : Housekeeping  
Address (es) : Niaga Street No. II Melayu Timur Ampenan  
NTB - Indonesia  
NTB - Indonesia  
Mobile : +6289657186527  
Home Phone : +6287754765959  
Email address : ymade5604@gmail.com  
Nationality : Indonesia  
Date of birth : August 10<sup>th</sup>1998  
Gender : Male  
Heigh /weight : 167 cm /60 kg  
Marital Status : Single  
Passport Number : C5936441



## Work experience

Dates : May 01 2020 Until June 30 2021  
Occupation of position held : As Room Boy  
Name and address of employer : Lombok Raya Hotel, Panca Usaha Street No 11  
Lombok - Indonesia

Responsibility :

- To Keep Clean, Neat, And Comfortable In Guest Room
- To Keep Clean, Neat And Comfortable In Room boy Station And Room boy Trolley
- Control The Inventory, Cleanliness And Completeness Of Each Room
- Take The Linen Or Towel, Cleaning Supplies, Amenities , Vanity, Equipment Or Other Work Equipment, Then Set To Trolley And Other
- Make Up Room
- Making Bed
- Change Dirty Linen Or Towels In Every Room
- Report Any Damage, Loss, Undue Incident To The Housekeeping Supervisor
- Helps Room Service To Remove Dirty Dishes Or Cutlery



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- Clean Or Set Up The Trolley
- Improve The Teamwork With Housekeeping Department And Other Department
- Prepare personal hygiene and appearance – Always wear clean and ironed uniform / name tag – clean and polished shoes – take a shower before the commencement of one's shift – have trimmed and neat haircut for men – Be always neat – well groomed and shaved.

Date : June 18<sup>th</sup> 2018 Until January 02<sup>nd</sup> 2019  
 Occupation of position held : Butler  
 Name and address of employer : Water Edge Villa, Aster Raya Street No. 19  
 Pecatu, Uluwatu  
 South Kuta - Bali

**Responsibility** :

- Keep Communication, Polite And Friendly
- Processing Of Booking A Room From The Guest
- Processing Guest Check Out
- Welcoming The Arriving Guest
- Processing Guest Registration
- Prepare Guest For Arrival And Determine Rooms For Guest
- Handle Guest Room Key
- Answering The Phone Quickly And Friendly
- Handing Guest Request During Stays Such As Moving Rooms
- Coordinate With Other Department To Meet The Needs And Desire Of Guests
- Explain About The Parts, Facilities, Areas, Schedules For The Breakfast And Dinner Closing Schedules In The Hotel
- Improve The Teamwork With Other Department
- Prepare personal hygiene and appearance – Always wear clean and ironed uniform / name tag – clean and polished shoes – take a shower before the commencement of one's shift – have trimmed and neat haircut for men – Be always neat – well groomed and shaved.
- And The Most Important Is Don't Argue With The Guests



Dates : January 10<sup>th</sup> 2017 until January 31<sup>th</sup> 2018  
Occupation of position held : As Room Boy  
Name and address of employer : La Villa Mathis, Bumbak Street No. 81 Br Anyar  
Kelod –  
Kerobokan - Seminyak - Bali

Responsibility :

- To Keep Clean, Neat, And Comfortable In Guest Room
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- Control The Inventory, Cleanliness And Completeness Of Each Room
- Take The Linen Or Towel, Cleaning Supplies, Amenities , Vanity, Equipment Or Other Work Equipment, Then Set To Trolley And Other
- Make Up Room
- Making Bed
- Change Dirty Linen Or Towels In Every Room
- Report Any Damage, Loss, Undue Incident To The Housekeeping Supervisor
- Helps Room Service To Remove Dirty Dishes Or Cutlery
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- Clean Or Set Up The Trolley
- Improve The Teamwork With Housekeeping Department And Other Department
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Certificate of Skill Training :

-Room attendant Skill Training at Vocational Training Centre (BLK) of East Lombok issued on December 30<sup>th</sup>, 2019  
Certificate Of Job Training At Alengka Hotel



**Education**

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- ✓ 2013 – 2016 Senior High School at SMKN PARIWISATA MATARAM
- ✓ 2010 – 2013 Junior High School at SMPN 18 AMPENAN
- ✓ 2004 – 2010 Elementary School at SDN 17 AMPENAN

**Mother tongue** : Indonesia

**Other Language** : English