

ALLAN FELLO CAPOBRES

✉ allancapobres@gmail.com

☎ 96653 146 5542

📍 Riyadh Kingdom of Saudi Arabia



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Dear Hiring Manager

I am writing concerning the job availability that you advertised for a cleaner at your jobsite . I have long years experience cleaning various locations such as Hotel , offices, Stores and Malls. I am meticulous regarding cleanliness, I enjoy things being in order and put in their place. I do not enjoy working in a messy or dirty environment. I have over the years formed myself my own private routine and scheduling to be able to clean effectively and efficiently during the allotted time frames required. I work quietly, discreetly and quickly, ensuring those around me are not disrupted during the time I am present and working. I clean all normal areas of a building or offices, using selected appliances and dusting materials and products. I accept intensive manual labour/labor such as heavy lifting of machinery or furniture during my job. If this is required, I prefer advance notice should I need assistance. Should you be interested in hiring me, im team player and I can work with own and able to work even weekend or dayoff and also available at anytime for a formal interview. Looking forward to hearing from you.thankyou

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OBJECTIVE

To attain competitive career in reputable organization where I maximize my qualification and support company endeavor. More experience to enhance capabilities for work growth as industrial success

EXPERIENCE

April 2021 - Present

- **Cleaner/Housekeeping**

Tamasok Alrajhi Riyadh Saudi

- Clean office areas to meet client standards and expectation.
- Kept entryways , common areas and public spaces presentable and clean .
- Removed office trash , cleaned desktops and dusted technology.

*September 2010 -
February 2012*

- **Room Attendant**

One Tagaytay Place Hotel Suites

- Freshened room with clean linens and wrapped complimentary soap
- Organized cleaning services around schedules to minimize guest disruption.
- Increase infection protection with regular cleaning of high touch areas.

*March 2009 -
January 2010*

- **Public Area Cleaner**

Summit Ridge Promenade Mall

- Maintained presentable public areas by quickly cleaning up spills
- Prepared correct cleaning solutions by following specifications for water , detergent and acid.
- Kept building secure during off hours by consistently locking exit

EDUCATION

2004-2005

- **Two years Hotel and Restaurant Management (undergrad)**

Montessori Professional College Philippines

1996-2000

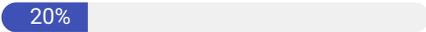
- **Secondary School**

Tagaytay City Science National High School (Philippines)

SKILLS

Able to manage time effectively.
Ability to work both alone and in a team. Awareness of health and safety procedures. Reading skills for following instructions.

20%



PERSONAL DETAILS

- Date of Birth : 13 May 1983
- Marital Status : Single
- Nationality : Filipino

REFERENCE

- **Mohammad Shahid Motan - "Tamasok Limited "**
Chief Operating Officer
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