

JONAS E. DURAN

BOC 3-A GK Brgy 649, Baseco Port Area Manila
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duranjonas446@gmail.com



Skilled Office Cleaner with 8 year experience in maintaining facilities to company standards. Known for completing required task within required timeframes. Dedicated to exceptional standards of performance and quality. Looking for a permanent cleaning position.

EXPERIENCE

NOVEMBER, 2007 – JANUARY, 2015
CONSOLIDATED BUILDING MAINTENANCE INC.
MANDALUYONG CITY PHILIPPINES

CLEANING

- Cleaned a 16,000 sq., ft. building by sweeping, mopping, and vacuuming at areas.
- Deep cleaned office refrigerator and freezer every week by removing expired items and wiping down spills.
- Wiped down glass walls, windows, door knobs, and other commonly used surfaces.

RESTOCKING

- Maintained inventory by checking supplies each day and placing new orders when supplies were running low.
- Restocked bathroom with paper towels, toilet paper, seat cover, and air fresheners.
- Restocked office fitness center with towels, mouth wash, shampoo, and body wash.

COMMUNICATION

- Wrote reports to notify building managers of any damages or repair needs.
- Communicated effectively with two team members to ensure all office areas were cleaned before leaving for the day.
- Immediately responded to staff members on reports of accidents.

SKILLS

- Vacuuming and Dusting
- Window Cleaning
- Sanitation Practices
- Cleaning Agents
- Janitorial equipment familiarity
- Quick and Efficient
- Attention to Details
- Communication
- Organization

EDUCATION

COLLEGE LEVEL
2006-2007
CATAINGAN MUNICIPAL COLLEGE

HIGH SCHOOL DIPLOMA
APRIL, 2005
BADIANG NATIONAL HIGH SCHOOL

PERSONAL DETAILS

BIRTHDAY	:	November 9, 1988
AGE	:	34
HEIGHT	:	5'8"
NATIONALITY	:	Filipino
RELIGION	:	Roman Catholic
MARITAL STATUS	:	Married
GENDER	:	Male
LANGUAGES KNOWN	:	Filipino, English

REFERENCE

NILO BALIOLA
JANITORIAL SUPERVISOR, CBM
MANDALUYONG CITY PHILIPPINES
09273490870


Jonas E. Duran
Applicant