

JS

# JUNIOR SONCUAN

## Professional Summary

Experienced professional with 20 years in hospitality and maintenance roles. As a Housekeeping Supervisor, effectively managed a team in a busy hotel, ensuring safety and cleanliness standards were met. Skilled in staff scheduling, performance evaluation, and maintaining service quality. Also proficient as a Housekeeping Cleaner, maintaining residential areas to high standards. Previous experience as a Maintenance Electrician enhanced skills in inspections and safety protocols. Proven ability to lead and excel in fast-paced environments.

## Work History

### Al-Khekaiwy And Sons Company - Housekeeping Supervisor

Saudi Arabia

10/2004 - 01/2019

- Managed housekeeping team ensuring efficient operations in a busy hotel with 60+ rooms.
- Assigned shifts and tasks to housekeeping personnel based on their abilities and daily requirements, optimizing staffing during peak periods.
- Implemented safety protocols, ensuring proper equipment and material usage to maintain a safe environment for guests and staff.
- Evaluated housekeepers' performance, offering feedback to enhance efficiency and guest satisfaction.
- Provided professional service, addressing guest concerns promptly while maintaining cleanliness standards.

### Al-Khelaiwy And Sons Company - Housekeeping Cleaner

Saudi Arabia

05/2001 - 06/2004

- Maintained cleanliness of residential and common areas through regular dusting, vacuuming, mopping, and waste removal.
- Ensured the cleanliness and hygiene of common areas by regularly cleaning and disinfecting surfaces on an hourly basis.
- Cleaned and sanitized rooms to meet client and management satisfaction, focusing on dusting, polishing, and eliminating cobwebs.
- Disinfected bathrooms, removing mold and soap scum from shower stalls and bathtubs to maintain cleanliness and hygiene standards.
- Reported maintenance issues and low supply levels to supervisors, ensuring timely resolution and adequate stock availability.

### Al-Khelaiwy And Sons Company - Maintenance Electrician

Saudi Arabia

08/1997 - 12/2001

- Conducted regular inspections and servicing to ensure the functionality, operation, and safety of electrical systems.
- Kept electrical systems in good and safe working order by completing maintenance, adjustments, and repairs within specified timeframes.
- Inspected electrical systems, equipment, and components to identify hazards, defects, and repair requirements, ensuring safety standards were met.
- Evaluated electrical systems, equipment, and components to identify and resolve defects and safety risks, maintaining operational efficiency.
- Adhered to health and safety guidelines throughout jobs by conducting risk assessments, monitoring surroundings, following procedures, and utilizing personal protective equipment (PPE).

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## Skills

- Training Delivery
- Mentorship Skills
- Inspection Proficiency
- Sanitization Expertise
- Deep Cleaning Mastery
- Evaluation Capability
- Product Knowledge
- Instructional Ability
- Leadership in Training
- Inspection Acumen
- Procedure Adherence
- Effective Sanitizing Techniques
- Thorough Cleaning Methods
- Performance Appraisals
- Cleaning Solution Familiarity
- Coaching and Guidance
- Quality Assurance Checks
- Disinfection Protocols
- Specialized Cleaning Skills
- Language: English and Arabic

## Education

2023

### Technical Education & Skills Development Authority

Cabarroguis, QUI, 2023

National Certificate 2 : : Electrical  
Installation And Maintenance

1993

### National Manpower And Youth Council Diffun, QUI, 1993

Certificate : Barangay Electrician Course

1990

### National Manpower And Youth Council Cabarroguis, QUI, 1990

Training For Entrepreneurship

Development Program