

SCOVIA

RWANDA

Professional Statement

As a Housekeeping and Linen Attendant, I am dedicated to maintaining the highest standards of cleanliness and comfort for our guests. My responsibilities include ensuring all guest rooms and public areas are spotless, well-organized, and welcoming. I am skilled in handling linen services efficiently, ensuring timely supply and proper sanitation. Committed to attention to detail and excellent service, I strive to create a pleasant and hygienic environment that enhances the overall guest experience

Experience

HOUSEKEEPING/LINEN ATTENDANT | SILENT HILL HOTEL | RWANDA AUGUST 2022 - JANUARY 2024

Responsibilities:

- Cleaning and Maintaining Guest Rooms and Public Areas ensuring all rooms, corridors, and public spaces are clean, tidy, and well-maintained according to hotel standards
- Making beds neatly and ensuring all bedding are fresh and in good condition
- Laundry Duties ; supplying, organizing, and distributing clean linens, towels, and uniforms
- Collecting and replacing dirty linens efficiently
- Bathroom Cleaning
- Restocking Supplies
- Adhering to health and safety regulations to ensure a safe environment for guests and staff

WAITRESS| PARK INN BY RADISON | KIGALI-RWANDA JANUARY 2021 - AUGUST 2022

Responsibilities:

- Greeted and Seated Guests
- Took and processed orders
- Served food and drinks
- Processed Payments
- Maintained cleanliness
- Collaborated with Kitchen Staff
- Monitored Guest Satisfaction

WAITRESS | EASTLAND HOTEL | KAYONZA DISTRICT JANUARY 2020 - DECEMBER 2021

Responsibilities:

- Greeted and welcomed Guests

- Took orders
- Served food and drinks
- Handled Payments
- Maintain Cleanliness
- Collaborated with Kitchen Staff
- Responded to customer requests

HOUSEKEEPER| SILENT HILL HOTEL | KAYONZA DISTRICT JUNE 2019 - DECEMBER 2019

Responsibilities:

- Room Cleaning
- Waste Disposal
- Equipment Care
- Bathroom Cleaning
- Respond Guests Request
- Safety Compliance

Education

KIGALI INDEPENDENT UNIVERSITY | KIGALI CITY, RWANDA 2011 - 2014

- Bachelor of International Relations, School of Social Sciences
- Major/minor

KABUGA HIGH SCHOOL | KIGALI CITY, RWANDA 2006 - 2009

- Advanced Certificate of Secondary School in History Economics and Geography
- Major/minor

Key Skills & Abilities

Languages Spoken

- English: Fluent
- French: Basic

LEADERSHIP

- Prepare daily report on the assigned tasks
- Arrange daily work assigned

HOBBIES/INTERESTS

- Travelling
- Music
- Praying