**CHARLES D. DE GUZMAN**

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Philippines 2422

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KSA Mobile +966 57 298 7128

**WORK EXPERIENCE:**

**Housing Manager/Facilities Manager** March 29, 2017 - Present

Saudi Catering & Contracting Company

Project: Saudi Aramco Residential, Haradh Gas Plant,

P.O. Box No.:923 Dhahran - 31311 K.S.A.

Job Summary:

* Inspector Aramco Facilities for Maintenance and cleanliness as per contract between as contractor and Aramco.
* Coordinator for Check in and Check out for Permanent Guest & Transient Guest.
* Coordinator of Maintenance for call center of Aramco maintenance request.
* Conduct cleanliness inspection to improve high standards Housing/Residential Building.
* Conduct safety training for electrical standard that approved by Saudi Aramco Standard.
* Motivate, train and encourage a team of over 100 associates
* Reduce the amount of compensation in the Department by conducting safety trainings and innovated practices
* Work closely with pest control contractor to ensure a pest free environment
* Maintain an accurate inventory while meeting budget area for linen and laundry
* Attend to all guest needs and solve any guest issues
* Conduct training for Room Attendant and Janitor of Hotel standard of cleaning.
* Implement the Contract between Contractor and Aramco.
* SAP Aramco system operating like HMS – Housing Management System

**Landscape Maintenance Supervisor,** September 24, 2013 – September 10, 2016

Far East Flora Pte.Ltd

555 Thomson Road, Singapore 298140

Tel : +65 6472 5365

* Supervise Nursery Garden Centre for outdoor plants and indoor plants, garden tools and irrigation material selling and project for landscape Construction.
* Familiar of scientific and common name of plants for sale and for landscape project.
* Making quotation for Project and make computation and accounting for profit and loss .
* Communicate well with all team members, managers and clients.
* Track and record all job expenses and hours worked accurately.
* Ensure that all equipment safety and maintenance procedures are followed.
* Supervise landscaper and irrigation technician for proper follow landscape engineer design
* Basic knowledge for Landscape AutoCAD for design garden like interlocking bricks for garden, rooftop Garden and vertical Garden and Indoor Garden and outdoor Garden.
* Familiar of install real grass like Bermuda and planting flowering plants for any season.

**Housekeeping Supervisor,** October 2010 – October 2012

Holiday Villa & Residence

City Centre Doha, Qatar P. O. Box 47607, Doha Qatar

Tel: +974 408 4888

Website: www.holidayvilla.com

* Inspect all guest room, corridors and service areas and see to it that they are properly cleaned according to the hotel standard.
* Report any damages in the assigned work section and fill out maintenance request form.
* Checks vacant rooms to ensure that they are physically vacant and make necessary report for any discrepancy.
* Checks the room attendant carts to make sure that they are stocked adequately and neatly.
* Check pantry and make sure that they are neat and well supplied.
* Ensure that room attendant/Chambermaid are following the prescribed cleaning procedures of the hotel.
* Check and report all soiled drapes, carpet, furniture and other special housekeeping cleaning needs to his/her superior
* Work with the room attendant/chambermaid in preparation of the room for VIP arrival.

**Senior Housekeeper,** March 2007 – March 2010

Travelers Inn, Makati Hotel

7880 Makati Avenue Corner, Dapo St, Makati City

Tel: + 632 895-7061

Job Summary:

* Master of bedding, cleaning toilet, rooms as per standard of hotel
* Master of cleaning corridor and using equipment cleaning.
* Inspect VIP rooms & ensure that the room attendant has followed the procedure set.
* Maintain the floor pantry. Check par stock of linen & guest amenities and clean supplies and requisition them in timely manner.
* Prepare the housekeeping report for the front office.
* Conduct for the student training from college school.

**Confectionery Industry Worker,**  March 2003 – February 2006

Melland, Kukje Confectionery Co. Ltd

644-3 Ochang Science Complex, Chunbuk, South Korea

Job Summary:

* Specialize of baking cupcake, cakes and decorating.
* Specialize making candies and chocolates
* Specialize in machine operator and forklift operator
* Chef Baker of pastries and confectionery

**Accounting Clerk**, July 1999 – January 2003

Amianan Motors Company

Km. 218 National Highway, Rosario, La Union

Job Summary:

* Specialize for vehicle depreciation accounts, registration.
* Specialize for procurement of imported vehicle and spare parts.
* Consignment account and disbursement.
* Analyze discrepancies and unpaid invoice
* General accounting

**Education**

Degree in Accountancy June 12,1992 – May 31, 2006

Lyceum Northwestern University

Dagupan City, Pangasinan, Philippines

**Short Course**

Certification: HOUSEKEEPING ROOM ATTENDANT, Awarded: February 2007

(TECP) Training for Excellence Corporation of the Philippines

In partnership w/ Alberta Hotel & Lodging Association (AHLA) Canadian Standard

Address: 7th floor , Erechem Bldg. V. A. Rufino cor. Salcedo Legaspi Village, Makati City

**Personal Particular**

Age: 46 years old

Birthdate: March 18, 1975

Status: Married

Number of Children: Two

Place of Birth: Basista, Pangasinan, Philippines

Religion: Jehovah’s Witness