



# NAZIM KHURSHID KHAN

Housekeeping Supervisor

## CONTACT ME

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Wadi Laban, Exit 34, Riyadh, Saudi Arabia

## EDUCATION

### Higher Secondary School Certificate (Arts) | 2002

- Government College, Muzaffarabad, Azad Kashmir.

### Secondary School Certificate (SSC)

- Subjects: English, Urdu, Mathematics, Science, and Arts.

## SKILLS

- Housekeeping Supervision:** Expert in managing housekeeping roles and ensuring high standards of cleanliness.
- Team Leadership:** Skilled in leading teams, coordinating daily activities, and collaborating as a team player.
- Stock & Inventory Management:** Proficient in checking, arranging, and ordering cleaning supplies.
- Reporting:** Experienced in creating daily reports for management regarding stock usage and operations.
- Facility Maintenance:** Dedicated to providing and maintaining professional cleanliness every day.
- Problem Solving:** Capable of facing challenges and high-pressure situations with a positive attitude.
- Organization:** Highly organized and proactive in identifying ways to improve work relationships and service.
- Adaptability:** Flexible approach to work, with the ability to "go the extra mile" to get the job done.

## LANGUAGES

- English
- Arabic
- Urdu

## DECLARATION

- A Declaration is a standard concluding section for a professional CV, where the candidate confirms the authenticity of the information provided.

## ABOUT ME

Results-oriented Housekeeping Supervisor with over 14 years of experience in the Kingdom of Saudi Arabia, specializing in facility management within the banking and commercial sectors. I possess a comprehensive understanding of housekeeping operations, staff supervision, and high-standard sanitation protocols. Recognized for a proactive leadership style and the ability to maintain peak operational efficiency under high-pressure environments while fostering strong professional relationships with clients and colleagues.

## WORK EXPERIENCE

### Housekeeping Supervisor

Saudi Investment BankRiyadh, Saudi Arabia

#### 8 Months

- Supervised housekeeping staff to ensure the bank's premises met strict hygiene and presentation standards.
- Coordinated with team members to arrange and execute daily facility maintenance activities.
- Applied advanced management skills to resolve operational challenges and improve service delivery.

### Housekeeping Supervisor

Sabb BankRiyadh, Saudi Arabia

#### 11 Years

- Directed daily housekeeping operations for over a decade, ensuring consistent cleanliness and order.
- Managed the end-to-end supply chain for cleaning materials, including daily stock checks and ordering.
- Developed comprehensive daily reports regarding stock utilization and operational requirements for senior management.
- Maintained a high-standard environment through meticulous day-to-day inspections and quality assurance.

### Housekeeping Professional

MadanMadina, Saudi Arabia

#### 1 Year

- To enhance the Madan (Madina) section of the CV with professional language and detailed responsibilities, here are seven additional lines drafted to match the high standards of a Housekeeping Supervisor:
- Professional Experience: Madan, Madina
- Housekeeping Professional | MadanMadina, Saudi Arabia | 1 Year
- Managed the daily sanitation schedules to ensure all public and private areas met rigorous hygiene standards.
- Conducted systematic inspections of the facility to identify areas requiring immediate maintenance or deep cleaning.
- Oversaw the procurement and inventory management of specialized cleaning chemicals and equipment to ensure zero downtime.
- Provided leadership and direction to junior staff, ensuring strict adherence to safety and operational protocols.
- Optimized resource allocation by tracking daily stock consumption and generating detailed reports for management.
- Acted as a primary point of contact for facility-related queries, consistently maintaining professional relationships with colleagues and clients.