

**NI PUTU SRI INDRIANI**

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DUBAI UAE



## **PROFESSIONAL SUMMARY**

I am a great problem solver and energetic personality with a professional attitude at all by offering my experience working on board. Also proud of what I believe in and stand up for my values as I attained the highest standard in discharging my duties.

## **PERSONAL**

NATIONALITY	Indonesia
VISA STATUS	Employment visa/council
LANGUAGE	English
DATE OF BIRTH	17/06/1993
PASSPORT NO	C3982223

## **EDUCATIONAL LEVEL/ CERTIFICATES**

- STCW CERTIFICATES
- ENG1
- SEAMAN BOOK
- YELLOW PAPER
- HIGH SCHOOL CERTIFICATE
- CERTIFICATE IN HOTEL MANAGEMENT.
- COMPUTER LITERATES

## **PROFFESIONAL PROFILE**

- An Hotelier with over 5 years of experience.
- Analytical thinker, competent in hotel skills.
- Strong understanding of Hotels Sector regulations.
- A result oriented character with good writing skills and interpersonal relation.

## **WORKING EXPERIENCE**

- ❖ WORK IN LUXURIOUS YACHTS IN BALI INDONESIA
- ❖ UBUD INN COTTAGES HOTEL 2015 -2018 (HOUSEKEEPING SUPERVISOR)
- ❖ EXCLUSIVE YATCH DUBAI 2020-2021 (STEWARDESS)
- ❖ SWISSOTEL ALGHURAIR DUBAI UAE. 2021 TO 2022(HOUSEKEEPING SUPERVISOR)
- ❖ ALECOZ PRIVATE YACHT CHARTER DUBAI,UAE. NOV 2022 - JAN 2023 ( STEWARDSS)

## **DUTIES AND RESPONSIBILITIES/YACHT STEWARDESS /CREW**

- Allocate daily task assignment to team members.
- Helping the other team in yachts for maintain the exterior and interior of the yachts.
- Assisting in scrubbing the upper and the lower deck
- Inspect routinely all check out rooms and spot checks of all occupied rooms to ensure cleanliness and compliance to the Leading Quality Assurance standards of the hotel.
- Daily supervision of room attendants to ensure they deliver the standards.
- Schedule and supervise deep cleaning and any other projects required.
- Report and follow up on any maintenance required to the engineering department.
- Control and analyze amenities, chemical usage and maintenance of equipment's.
- Follow up on all guest requests and companies' safety and security policies and procedures.
- Respond and follow up on guest complains and special requests.
- Manage and train housekeeping attendants on Standards of Performance (SOPs) to ensure

their performance is to the standards required.

- Support all co-workers and treat them with dignity and respect.
- Other duties as assigned

## **TRAINING AND CONFERENCES AT SWISSOTEL ALGHURAIR**

- Opera system.
- Maintenance of guest facilities.
- Basic Food hygiene.
- Fire evacuation.

## **KEY SKILLS AND COMPETENCIES**

- Good communication skills.
- Eye for details.
- Computer literacy and Opera system.
- Flexible and reliable.
- Yachts experience.
- Able to perform assigned duties with attention to details.
- Committed to delivering high level of guest services.
- Team player and time management skills.

References are available on request

