



## Loko Sunday

Office Assistant/Cleaner  
[6 Years UAE Experience]

### DETAILS

**Nationality : Béninoise**

Visa Status : Cancelled.

[sundayloko@gmail.com](mailto:sundayloko@gmail.com)

Tel : +971-5-888-400-73.

Address : Ajman, UAE.

### CAREER OBJECTIVES

Seeking positions where extensive experience will be further developed and utilized. I'm strong planner and a problem solver, who readily adapts to change ; works independently and exceeds expectations. Able to handle multiple priorities and meet tight deadlines without compromising on quality.

### SKILLS

Microsoft Office,  
Excel,  
Access,  
Power Point,  
Outlook,  
Page Marker,  
Software Installations,  
Internet.  
Good Command of English  
Organized and punctual  
Detail Oriented  
Time Management

References available upon request



## EXPERIENCE



# UNITED GULF

**UNITED GULF EQUIPMENT RENTALS LLC. [Abu Dhabi Branch]**

**May 1<sup>ST</sup>, 2012 to July 10<sup>TH</sup>, 2018.**

### **JOB TITLE: OFFICE ASSISTANT/CLEANER**

- Sweep, scrub, mop and polish floors
- Vacuum clean carpets, rugs and draperies
- Shampoo carpets, rugs and upholstery
- Dust and polish furniture and fittings
- Clean metal fixtures and fittings
- Empty and clean trash containers
- Clean wash basins, mirrors, tubs and showers
- Wipe down glass surfaces
- Make up beds and change linens as required
- Wash windows as scheduled
- Change printer cartridges
- Assist in board rooms to set up projector and laptop
- Filing documents as per the department requirement
- Collecting and distributing couriers or parcels among employees and opening and sorting emails.
- Delivering facsimiles and transmitting them.
- Laminating and binding documents as per the requests
- Helping the receptionist or secretary in performing their duties
- Applying gate passes for technicians to access UAE government restricted areas like: JAFZA, CNIA, DP-WORLD, DRY-DOCKS, RAK MARITIME CITY, HAMRIYA PORT, JEBEL ALI PORT, PORT RASHID.
- Coordinate with PRO regarding employee visas, renewal of trade/vehicle Licenses.
- Document drop-offs / collections, submitting applications, carrying out follow-ups, banking cheques / payments etc.



## EDUCATION

QUALIFICATIONS	INSTITUTIONS
Certificate [First Aid / Fire Extinguishing]	Highfiled Training Institute [Dubai, UAE] 2017
Certificate [IELTS] English Language Test	British Council [Abu Dhabi, UAE] 2015.
Diploma [Computer Studies]	Damcy Tech Institute [Lagos Nigeria] 2002
Certificate [Senior Secondary School]	Community High School [Lagos Nigeria] 2001