

AKPOJOTOR JOSEPH A.

HOUSEKEEPING • CLEANING • HOSPITALITY • OPERATIONS

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PROFESSIONAL PROFILE

Dedicated and detail-oriented cleaning, housekeeping and hospitality professional with practical experience in cleaning work, residential home-cleaning services, and maintaining hygienic work environments. Brings additional experience in hospitality operations, kitchen supervision, customer service, stock control and staff coordination. Committed to cleanliness, orderliness, safe work practices, attention to detail and reliable service. Prepared to support housekeeping teams and coordinate daily cleaning duties to help maintain high standards across assigned areas.

CORE COMPETENCIES

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|---------------------------------------|------------------------------------|-----------------------------------|
| • Cleaning and Housekeeping | • Workplace Hygiene and Sanitation | • Residential Home Cleaning |
| • Attention to Detail | • Hospitality Operations | • Kitchen Hygiene and Food Safety |
| • Team Coordination and Staff Support | • Customer Service | • Stock Control and Inventory |
| • Purchasing and Receiving Supplies | • Organization and Time Management | • Workplace Safety |

CLEANING AND HOUSEKEEPING EXPERIENCE

DCPTH — Cleaning Work

- Carried out assigned cleaning duties and helped maintain neat, clean and hygienic surroundings.
- Paid attention to cleanliness, orderliness and the condition of assigned areas.

Home Cleaning Services — Cleaner

- Provided home-cleaning services and helped keep residential spaces clean, orderly and comfortable.
- Worked carefully and paid attention to detail while carrying out cleaning tasks.

Joly Enterprise Catering — Catering / Cleaning Support

- Worked in a catering business environment where cleanliness and hygiene were important.
- Supported a clean and orderly work area in line with the needs of the catering operation.

ADDITIONAL PROFESSIONAL EXPERIENCE

Joly Enterprise — Pastry Chef

- Prepared meat pies, sausage rolls, buns, puff-puff, egg rolls, doughnuts, chin-chin and akara.
- Maintained hygiene and consistency during food production.

B. B. J FOOD — Cook (Contract)

- Prepared meals, portioned food and packaged orders for delivery according to client requirements and contract standards.

Mantida — Supervisor

- Started in cooking and later took responsibility for meat-pie, akara and beverage operations.
- Managed stock and beverage inventory and supported expansion of the product range.

Dapcth — Residential Cook

- Prepared meals, purchased household supplies and supported the day-to-day maintenance and smooth running of the residence.

Multiple Grace Restaurant — Cook Supervisor

- Prepared quality meals, maintained a hygienic cooking environment and monitored daily stock.
- Ensured ingredients were available, handled customer complaints and supported team operations.
- Promoted from Cook to Cook Supervisor.

Delta Stove — Storekeeper / Cashier

- Maintained stock records, purchased and received inventory, handled stock portioning and accounting.
- Recorded daily sales, monitored transactions and tracked goods leaving the premises.

Jubilee Hotel — Porter

- Welcomed guests, responded to guest complaints and supported the delivery and promotion of hotel services.
- Recognized as Best Worker in 2018.

Atterberg Construction — Manager

- Monitored sales, purchasing and accounting activities; maintained sales records and bank receipts, issued invoices and prepared reports.
- Supported business growth through the opening of a new branch.

SELECTED ACHIEVEMENTS

- Best Worker, Jubilee Hotel (2018).
- Promoted from Cook to Cook Supervisor at Multiple Grace Restaurant.
- Trained new workers and supported enforcement of company policies.
- Trusted with storekeeping and cashier responsibilities at Delta Stove.
- Supported business expansion at Atterberg Construction through opening of a new branch.

EDUCATION AND TRAINING

- Owhere Grammar School — Social Arts
- Offet Cuisine Catering and Cosmology Training School — Merit (2020)
- Glanken Computer School — DSC, Upper Credit (2015)
- Children Sunday School Teacher's Basic Course Certificate (CSSTBC) — Merit (2008)

ADDITIONAL SKILLS

English and Urhobo • Good administrative and organizational skills • Teamwork and communication • Teaching and mentoring
• Able to work with minimal supervision • Punctual, attentive and customer-focused

REFERENCES

Venerable (Dr.) J. O. Ishokare — Anglican Communion, Priest | 08104885511

Mrs. Salami Elizabeth — Multiple Grace, CEO | 09027476350

Mr. Onuoha Onyekachi — Atterberg Construction Company, CEO | 08066706400

Availability: Available for full-time employment in housekeeping, cleaning, hospitality, food service, administration or related roles.