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## Office Cleaner Resume

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### Job Objective

A talented Office Cleaner with great skills and experience looking for a job in a well known organization.

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### Highlights of Qualifications:

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- Extensive experience of cleaning and upkeep of office premises and property
  - Sound knowledge of janitorial work and occupational safety standards
  - Operational knowledge of vacuum cleaner, buffing machine, carpet shampooer, brooms, and mops
  - Familiarity with working varied shift-timings, including weekdays and weekends
  - Ability to communicate with clients in a polite tone and deliver exceptional customer service
  - Ability to manage and finish all given tasks in dirty and adverse work environment, on time
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### Professional Experience:

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Office Cleaner  
Prestige Care, Inc., Camden, NJ  
August 2012 – Present

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### Responsibilities:

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- Washed, sanitized, and tidied all rest rooms and kitchen areas in the office.
- Restocked and maintained all bathroom and kitchen supplies, as needed.
- Vacuumed and mopped room floors, corridors and staircases.
- Dusted, wiped, and polished furniture, partitions, and fixtures, properly.
- Cleaned out waste bins and disposed off all trash to disposal site.
- Interpreted and complied with all safety guidelines and personnel rules.

Office Cleaner  
Penn National Gaming, Inc., Camden, NJ  
May 2009 – July 2012

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### Responsibilities:

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- Inspected and cleaned office lobby, escalators, and entrance area.
  - Vacuumed floor carpets and removed stains from glass panels.
  - Dusted and wiped office furniture and counter tops, as required.
  - Cleaned and disinfected toilets and stocked bathroom supplies.
  - Gathered and removed dirt and trash to designated disposal site.
  - Completed all cleaning tasks as per established safety procedures, and adhered to company uniform policies.
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### Education:

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High School Diploma  
Hamilton High School, Anza, CA

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