

Fatima Galbiade Fernandes

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Professional Summary

Cleaning professional with experience in schools and offices. Responsible, organized, and careful. Able to keep high cleaning standards and support team work.

Position: School Cleaning Supervisor

Looking to work as a School Cleaning Supervisor and help keep a clean and safe environment.

Skills

- School and office cleaning
- Attention to detail
- Cleaning products knowledge
- Organization and reliability
- Punctuality
- Teamwork
- Basic supervisor experience

Work Experience

Zing Ltd – Cleaner (School) (Jan 2024 – Present)

- Cleaning classrooms and school areas
- Checking cleaning supplies
- Keeping hygiene standards
- Acted as supervisor for 20 days

Office Cleaner Ltd – Cleaner (Jan 2023 – Jan 2024)

- Office cleaning
- Keeping workplace organized
- Closing the office

Languages

Portuguese – Native

English – Intermediate

Key Strengths

- Hardworking
- Reliable
- Fast learner
- Adaptable

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Date: March 22, 2026

Dear Hiring Manager,

I am writing to apply for the position of School Cleaning Supervisor.

I have experience working in both schools and offices. In my current job, I clean classrooms, toilets, and common areas. I make sure all places are clean, safe, and well organized. I also check cleaning products and report when we need more materials.

I had the opportunity to work as a supervisor for 20 days. During this time, I helped organize the team, gave simple instructions, and made sure all tasks were completed on time. This experience helped me learn how to lead and support other workers.

Before this, I worked in an office where I was responsible for cleaning all areas and closing the building at the end of the day. This job helped me become more responsible and independent.

I am a reliable person, I always arrive on time, and I work hard every day. I like to keep high standards in my work and help create a good environment for everyone.

I would like the opportunity to work as a School Cleaning Supervisor and continue to learn and grow.

Thank you for your time.

Fatima Galbiade Fernandes