Mary

Mary.382345@2freemail.com

OBJECTIVE:

To work as a cleaner or housekeeping with a reputed cleaning company and perform duties accordingly to the safety guidelines and cleaning standards.

HIGHLIGHTS:

>• Hardworking and professional at performing the job duties

* Enough exposure to the organizational expectations about standards of cleanliness y Ability to converse politely with supervisors and team mates
* Great flexibility in working hours to suit the situations
* Great honesty and loyalty proven through the past work experiences

WORK EXPERIENCES:

SHINE BRIGHT - BAHRAIN JULY 2017 TO APRIL 2018

CLEANER

|  |  |
| --- | --- |
|  | Sweep and mop floors. |
|  | Steam-clean carpets. |
| > | Use cleaning solutions to remove stains and clean surfaces. |
| > | Mix various cleaning agents, |
| > | Clean windows, glass partitions, and mirrors, using soapy water or other cleaners |
| > | Dust furniture and scrub surfaces clean. |
| > | Apply wax to coat floors and buff. |
| > | Apply sealant to floors. |
| S' | Clean and service restrooms with mops and disinfectants. |

YOUSOP ALI - BAHRAIN NO V. 12 2016 TO JUNE 12 2016

HOUSEMAID

* Sweep and mop floors around the house including the kitchen and the porch
* Handle kitchen cleaning duties such as sanitizing countertops and arranging cupboards
* Ensure that all kitchen appliances such as cooking ranges, dishwashers and microwaves are cleaned and maintained perfectly
* Wash and dry dishes and make sure that they are put away in designated cupboards
* Wash and iron clothes in accordance to specific instructions provided by homeowners
* Change linen and make beds on a daily basis along with tidying up bedrooms and living rooms
* Ensure that carpets are vacuumed and shampooed as per the orders of homeowners
* Empty waste bins and ashtrays and ensure that all waste is properly put away
* Dust window blinds and tidy up draperies or curtains in an aesthetic manner
* Wash down bathrooms and replenish supplies such as soap and toilet paper
* Polish silver objects around the house and wax floors

* Handle children and elderly as per specific instructions from the homeowners
* Scrub stains and mildew from surfaces such as floors and countertops
* Cook food according to designated recipes provided by the homeowner or on other instructions

LOW ENG CHYE - MALA YSIA JAN 2010 TO FEB 2011

CAREGIVER

* Help clients take prescribed medication
* Assist clients with ambulation and mobility around the house or outside (doctor’s appointments, walks etc.)
* Assist clients with personal care and hygiene
* Help clients with physical therapy exercises
* Plan and prepare meals with assistance from the clients (when they are able)
* Do the client’s shopping or accompany them when they shop
* Perform light housekeeping duties that clients can’t complete on their own
* Be a pleasant and supportive companion
* Report any unusual incidents
* Act quickly and responsibly in cases of emergency

ZAMBALES ACADEMY JUNE 2003 TO JULY2007

CANTEEN PERSONNEL

* Provide a clean and healthy place for students and faculty staff and parents and visitors
* Provide good, healthy and nutritious food and snacks at the most reasonable prices since the canteen caters to mostly school children and students
* Keep kitchen utensils and equipment clean and healthy
* Keep the dining area clean, safe and healthy
* Hire friendly and accommodating service crew
* Meet all the health and safety standards and rules of the school concerning the canteen
* Meet with school administration or Parents-Teachers-Associations for other concerns
* Work with the students and school staff harmoniously
* Pay the school accordingly (if the canteen is leased to outsiders)
* Create health programs to help the school in maintaining healthy students at school like participating and contributing to school feeding programs if there’s any to that effect
* Use and secure school property with care

EDUCATIONAL ATTAINMENT:

LA PAZ HIGHSCHOOL 1995

TRAININGS AND SEMINAR ATTENDED:

METRO SUBIC COLLEGE INC. 2005

MIDWIFERY

NA TIONAL SAFETY COUNCIL OF SINGAPORE 2010

FOREIGN DOMESTIC WORKER SAFETY AWARENESS COURSE

PERSONAL:

Birth Date: Feb. 20, 1978

Civil Status: Single

Visa Status: Visit Visa