**Name:** Ayesha

**Contact No:** +971 50 4753686

**Email:** ayesha-399675@2freemail.com

**Date of birth:** 20.06.1969 **Nationality:** Indian

**Visa status:** Until Sep 2021.

# SUMMARY:

A confident & approachable individual who has the commitment, energy& enthusiasm to succeed. An organized successful housekeeper with experience of 1 yr working in a VIP family. Dependable & trustworthy person skilled at building lasting relationships and providing excellent customer service. Adaptable to given circumstances and a solution provider for wellbeing of the employer. I’m really energetic, punctual and a hard worker.

#  OBJECTIVES:

Seeking a position as an executive house keeper where excellent customer service and hospitality skills can be utilized. Responsible for the smooth running of the housekeeping department.

#  SKILLS:

* Highly organized and detail-oriented.
* Resolving problems using good judgment.
* Can work well in stressful, high pressure situations.
* Ability to make progress on multiple assignments under time constraints.

# EDUCATION:

Higher secondary education Nursery teachers training

# WORK EXPERIENCE:

# Teacher: (April 2019- Present) School based in Dubai- UAE.

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 **Receptionist (Feb 2017 – Dec 2018) Studio Bliss, India**

* Answering calls, taking messages and handling correspondence
* Maintain updated contact information for company employees, suppliers, and customers; keep such information confidential
* Organizing and servicing meetings (suppliers and customers)
* Managing databases
* Prioritizing workloads
* Implementing new procedures and administrative systems
* Liaising with relevant organizations and clients
* Logging or processing bills or expenses
* Acting as a receptionist and/or meeting and greeting clients
* Training and supervising junior staff

# Executive Housekeeper (Jan 2016 – Dec 2016) Attieh Steel Company Ltd., Saudi Arabia

* Manage and be responsible for day to day activity at the villa
* Monitor and educate staff on cleanliness, tidiness and hygiene.
* Plan, administer and review the work of assigned staff.
* Inspects work in progress and upon completion to ensure the quality and completeness of

work performed.

* Problem solving, resolve staff or owner complaints and provide assistance to staff as required.
* Inspect the area is serviced and cleaned daily in accordance.
* Supervises special clean-up or projects occurring during the assigned shift.
* Performs housekeeping duties as necessary.

# Office Assistant (July 2009 – November 2014) R A Garments, Chennai (Madras), India

* Receive incoming correspondence from overseas buyers
* Call local suppliers and overseas buyers to schedule appointments and follow-up on visits
* Log phone messages into computer system and email to relevant recipient
* Create Shipping Labels and schedule daily pickups
* Filed all paper work and backup copies

# References:

Will be provided upon request