



NADZMA DAUNG ISMAEL

Address:

Al Satwa, Dubai, U.A.E.

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Email:

nadzmaismael5@gmail.com

Skills:

- Communication skills.
- Time management skills.
- Customer service skills.
- Multitasking Skills

Languages:

- English
- Tagalog
- Arabic

OBJECTIVE

- To work sincerely for a reputed organization. So, I may perform to the best of my ability for the growth and success of the company. Hence, I want to obtain a position and grade in the organization on sheer performance.

PERSONAL PROFILE

- Determined, reliable, hardworking and trustworthy individual
- Can work effectively as an individual or team environment
- Good communication skills. Work well in all levels of management.

Experience

COMPANY: Unisales

POSITION: Sales Lady

DURATION: 2013_2015

PLACE: Philippines

Duties and Responsibilities

- Greet customers.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Ring up purchases.
- Elevate complaints to management.
- Keep track of inventory.

COMPANY: Saudi Arabia Al mayar majeed

POSITION: Cleaner

DURATION: 2018_2023

PLACE: Saudi Arabia

Duties and Responsibilities

- Vacuuming, sweeping, and mopping floors of various types.
- Dusting ceilings, light fittings, countertops, and loose furniture.
- Scrubbing and sanitizing toilets, sinks, and kitchen fixtures.
- Emptying trash cans.
- Washing and drying windows.
- Liaising with the line manager to ensure that you have sufficient cleaning products at all times.
- Reporting any breakages that occur during the cleaning process.
- Informing the line manager of repairs that need to be done.

HOUSEMAID

EGYPTIAN FAMTLY (ONE EMPLOYER) | DUBAI

06 MONTHS

Duties and Responsibilities

- Keeping carpets and rugs clean and odor-free by shampooing, vacuuming, and applying deodorizers as needed.
- Sweeping, mopping, dusting, and vacuuming to remove dirt, debris, and dust from floors and other surfaces.
- Washing windows and walls as well as polishing woodwork as needed.
- Scrubbing toilets, showers, baths, and bathroom sinks as well as removing mildew buildup and mold from various surfaces.
- Wiping down kitchen appliances, equipment, and counters to remove dirt, grease, and grime.
- Regularly emptying wastebaskets and disposing of all rubbish.

EDUCATION

- College Level.

PERSONAL DETAILS

Name : Nadzma Daung Ismael
Nationality : Philippines
Date of Birth : 24 May 1995
Gender : Female
Marital Status : Single
Visa Status : Cancelled Visa

PASSPORT DETAILS

PASSPORT NO : P613218A
ISSUE DATE : 22 Feb 2018
EXPIRY DATE : 21 Feb 2028

DECLARATION

I do here certify to the best of my knowledge that the above particulars are true and correct.