

MJ KERIMBAEWNA

Facilities Management Company

Owner/Operator

CONTACT

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 mahrijemalatayeve77@gmail.com

 Dubai, UAE

EDUCATION

Turkmen Polytechnic Institute

1996-2000

Bachelor's degree in Economics

LANGUAGES

- Fluent Russian
- English
- Turkish

SKILLS

- Strong leadership and team management skills
- Customer service skills: have experience dealing with a wide range of customers.
- Sales skills
- Organisational skills
- Time management
- Ability to multitask and prioritise in a fast-paced environment
- Adaptable to meet the situation

PROFILE

Highly skilled cleaning company operator with over five years of experience in the cleaning industry. Proven track record of successfully managing cleaning operations, developing customized cleaning plans, and delivering exceptional service to clients. Demonstrated expertise in team management, staff training, and customer relations.

WORK EXPERIENCE

WonderBee Cleaning Services LLC

OWNER/ OPERATOR

June 2018 - Present

- Oversaw all aspects of the business, including client acquisition, scheduling, and staff management.
- Liaised with real estate agents in Dubai's various Property developments, such as Damac Hills, Arabian Ranches, the Meraas Beachfront development and many others for a presentable handover to buyers.
- Managed housekeeping services for holiday homes all over the JBR/Marina properties.
- Developed customised cleaning plans for clients and ensured that all services were delivered to the highest standards.
- Managed a team of 10 cleaning professionals, providing training and guidance to ensure consistent quality of service.
- Maintained positive relationships with clients, resolving any issues and ensuring complete satisfaction with services.
- Ensured that all equipment and supplies were in good condition and fully stocked at all times.

Al ATAA General Trading LLC Dubai

ARCHIVES CLERK

June 2013- 2015

- Maintained accurate and up-to-date records of company data, including employee files, financial documents, and client records.
- Conducted data entry to ensure that all records were properly entered and maintained.
- Assisted with record retrieval and provided support for various projects and initiatives.
- Maintained compliance with legal and regulatory requirements related to record-keeping.
- Collaborated with other departments to ensure the efficient and effective management of company records.