**CURRICULAM VITAE**

 **PERSONAL INFORMATION**

MAUTI LILIAN MARTHER

Nationality: Kenya

Date of Birth: 26/June/1995

Marital Status: Single

Visa Status:Job Seekers Visa

Passport No: A2269820

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Applying For: **Sales Executive**

***OBJECTIVE***

*Seek relevant and challenging position in a Vibrant challenging Environment*

*Where my current qualifications and ambitions would be an asset to the*

*Organization. The job should offer the opportunity for the personal growth*

*through skill acquisition and job enrichment.*

***PERSONAL SKILLS***

* Discipline of deadlines.
* Good listening and understanding and perception and attitudes consciously focus.
* Self-confidence and strength of character and work under pressure and patience and restraint and not emotion.
* Flexibility and adaptability.
* Good appearance and elegance.
* Good Communication Skills.

***WORK EXPERIENCE***

**COMPANY; Labour Supply** Dubai-U.A.E

 2 Years; **House Keeping Servant.**

 **Duties and responsibilities**
• Wash guest rooms using cleaning supplies and materials and ensure that bathroom supplies such as soap and shampoo are replenished
• Change bed linen and ensure that soiled or dirty linen is delivered to the laundry area
• Assist in washing or dry cleaning linen or clothes sent in by guests, taking special care about the instructions provided on labels
• Empty ashtrays and waste paper baskets and ensure that proper trash disposal measures are taken
• Wipe down glass surfaces such as windows, doors and counters and make sure that they are left spot free
• Iron and press clothes and linen and carefully pack them or store them for use

**COMPANY**; **Ebrahim Mohd Sharie Family**- Dubai

2Years **House Maid**

 **Duties and responsibilities**

* 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
* 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

**COMPANY**; **Mega Standard Supermarket- Nairobi**, Kenya

 **3 Years; Sales Lady**

 **Duties and responsibilities**

* Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
* Sells products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Prepares reports by collecting, analyzing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Contributes to team effort by accomplishing related results as needed.

EDUCATIONAL AND PROFFESSIONAL BACKGROUND

High School

Language Skills

English fluent speaking and writing

Arabic fluent speaking

Swahili

DECLARATION

I hereby certify that the above information is true and correct to the best of my knowledge and belief