



## ANALYN R. JADOL

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Address: Dubai, UAE

### PERSONAL DETAILS

Nationality      Filipino  
Date of Birth    14/05/1987  
Gender            Female  
Civil Status     Single  
Languages       English, Tagalog

### SEMINARS AND CERTIFICATES

- 2008-Certificate of personality enhancement seminar
- 2010-Certificate of food handler seminar
- 2010-Certificate of Superferry apprentice ship/seminar /workshop/practicum/On the Job Training
- 2010-On the Job Training / kitchen hotel (COHARA)Cagayan de Oro Hotel and Restaurant Association
- 2010-On the Job Training /Housekeeping (COHARA)Cagayan de Oro Hotel and Restaurant Association
- 2010-On the Job Training /Food beverage (COHARA)Cagayan de Oro Hotel and Restaurant Association
- Youth Ambassador for peace
- Certificate of National youth convention

### SKILLS

- Knowledge of proper usage of various household and commercial cleaning product
- Cleaning machinery, washing machine and cleaning
- Excellent organization and time management skills
- Committed to cultivating relationship with people
- Mindful and respectful of concern of people
- Commitment to keeping with high sanitary standard
- Hard working, time manageable,
- Average verbal communication skills
- Highly organized and efficient

### CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

### WORK EXPERIENCE

#### HOUSEKEEPING

##### BVLGARI RESIDENCE | DUBAI – UAE | 2022-2023

- Clean and sanitizes hotel and guest rooms.
- Vacuum and sweeps floors, carpets and rugs.
- Makes beds and changes linens.
- Clean and sanitizes bathrooms, showers, toilets, sinks and countertops.
- Replenishes toiletries and towels, bathroom amenities such as shampoo and soap.
- Empties trash receptacles and ashtrays.
- Dusting and polishing furniture.
- Notify management in case there is a need to repair and interventions.
- Stock and maintain supply roos and chemicals.

#### HOUSEMAID/NANNY

##### EGYPTIAN FAMILY | DUBAI – UAE | 2016-2022

- Take care for the children generally.
- Organize activities or the children.
- Undertake the school or nursery run.
- Do the children's laundry and ironing.
- Tidy up and keep clean the children bedroom and play area.
- Give bath the children.
- Dress up the children.
- Cleaning the kitchen.
- Cleaning the bathroom and toilets replenishes.

#### NANNY / HOMECARE AT HOME

##### SWISS FAMILY | DUBAI – UAE | 2015-2016

- Giving bath the kids
- Feeding the kids
- Giving milk the kids
- Putting on nap the kids
- Dressing up the kids
- Reading the book
- Preparing food
- Perfume duties such as feed, bath, dress groom or move
- Lifting moving position old person
- Assist the nurse during session if she asked.

#### CLEANER / HOMECARE AT HOME

##### MOUNTIAN GATE CLEANING SERVICES | DUBAI – UAE | 2013-2015

- Perform duties such as feed, bath, dress, groom or move
- Changing beddings and linen
- Prepare med's
- Provide basic care under the direction of nursing staff
- Assist the nurse during session or visit.
- Assist to walk
- Lifting moving positioning

- Assist with physical therapy exercises
- Cleaning dusting, sweeping, vacuuming, mopping cleaning ceiling vents, restroom and etc.
- Keeping facilities and common area clean and maintained
- Cleaning and stocking restrooms
- Collecting and disposing trash

✚ **POBLACION DAY CARE OR NURSERY  
POBLACION ALUBUIJID | PHILIPPINES | 2011-2013**

- Organize activities games, drawing
- Changing diapers and bath infants
- Help older children wash up
- Schedule nap time
- Teach children appropriate behavior such as being respectful to each other and helping others
- Tidy up play areas and children rooms
- Ensure children safety, during indoors and outdoors activities
- Take care of children in ease illness.

✚ **SALES LADY  
GAISANO MALL | PHILIPPINES | 2010-2012**

✚ **SALES LADY  
SM CAGAYAN DE ORO CITY | PHILIPPINES | 2007-2009**

- Assisting customers
- Collecting ad processing payment
- Provide customers with information
- Representing the brand
- Explaining products
- Selling products.

**EDUCATION**

❖ **Diploma**

HRM - Hotel Restaurant Management | Diploma  
STI | System Technology Institute College  
2008 - 2010

❖ **Secondary Education**

Alubijid National Comprehensive High School  
Alubijid Misamis Oriental Philippines  
2002 - 2006

❖ **Elementary Education**

Loguilo Elementary School  
Loguilo Alubijid Misamis Oriental Philippines  
1996 - 2002

**DECLARATION**

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

**ANALYN R. JADOL**  
APPLICANT