

GISELA PERMEJO SIA

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ADDRESS: DOHA QATAR

DATE OF BIRTH: 21 – MAY 1983

LANGUAGES: ENGLISH, ARABIC, HINDI, TAGALOG

CAREER OBJECTIVE

I am looking for suitable work and opportunity where I could share my knowledge and develop my personality as a career person while utilizing my skills also helping the company mission, vision and goals.

SKILLS AND QUALIFICATION

- Experienced Housekeeping / Cleaners
- Can operate cleaning equipment
- Communication skills
- Computer operation : Ms Word, PowerPoint, Excel) & Mails
- Meticulous to perform sweeping, mopping, and cleaning bathrooms
- Willing to work in a challenging and dynamic schedule

WORK HISTORY

SALES SPECIALIST / RECEPTIONIST: JULY 2021 UP TO PRESENT

PLUS FITNESS- HAMAD AQUATIC CENTER | DOHA, QATAR

- Greeted, welcome guests as soon as they arrive at the office and provide provide basic information in person.
- Maximized the sales performance by establishing strong relationships and gaining insight to the needs and lifestyle of the client.
- Maintained weekly, monthly and annual sales and activity quotas
- Generates leads and commit to customers service by building relationship.
- Ensure reception area is clean and do clerical activities such as filling, photocopying, transcribing and faxing.

CLEANER / HOUSEKEEPER: JANUARY 10, 2020, UP TO PRESENT

STAR KING HOSPITALITY & SERVICES | DOHA QATAR

- Sorted dirty clothes for laundry and place them in the washing machine.
- Disinfect bathroom, sanitized kitchen, using a variety of chemicals in safe practices.
- Performed housekeeping, include sweeping, mopping, vacuuming and change bed sheets using fresh linen.
- Make grocery lists purchase household items as required. Ensure all grocery items are stored appropriately.
- Emptied trashes bin and proper disposed of the garbages.

P. A – OPERATION MANAGEMENT- H.K SUPERVISOR: JANUARY 10, 2019 – MAY 30, 2021,

PEARLING SEASON INTERNATIONAL SCHOOL

- Supervised work activities of cleaning personnel to ensure clean orderly & attractive rooms in educational institution & similar establishment, offices & other facilities.
- Provide evaluations and disciplinary action, up to and including oversee state licensing & certification of food handlers.
- Motivate and coach employees to meet service and repair goals.
- Handled complains with departmental and company policies and procedures.
- Maintained safety and regulations & cost controls.

CLEANER – HOUSEKEPPER - HSW: JUNE 30, 2015 – AUGUST 24, 2017,

BELGIUM AMBASSADOR RESIDENCE | DOHA QATAR

- Kept the Ambassador residence clean & tidy before the ambassador arrive.
- Organized the office and assisting associates to optimize process.
- Maintained the cleanliness of facilities and common areas.
- Cleaned and stock restrooms, clean up spills with appropriate equipment, collect and dispose the trash bin.
- Wash Dishes in daily basis and organize cabinets and drawers.

HOUSEKEEPING STAFF – LIGHT DUTY CLEANER: JUNE 2013 - JUNE 2015

QATAR MAID SERVICE (QMS) | DOHA QATAR

- Cleaned corridors, lobbies, stairways, elevators, and lounges as well as guest rooms
- Organized work schedule from the room status list, arrivals, and departures.
- Distributed linen towels and room supplies using wheeled carts or by hand, replace dirty lines with clean items.
- Reported any maintenance issues or safety hazards and response calls for housekeeping problems.
- Wash the dishes and clean kitchen according to agreed hygiene standards.

SALES LADY: FEBRUARY 2008 – DECEMBER 2012

AL BUSARDDOH SUPERMARKET LLC | UAE DUBAI

- Greeted customers at the store and provide them with information on their required products.
- Lead customers through the payment process by assisting cashiers with discount information and markdowns.
- Ensure that customers' purchases are carried out to their vehicles when necessary.
- Offered other products in a bid to meet the company's and self-sales target.
- Maintained excellent customer services.

CLEANER - HOUSEKEEPING: JANUARY 10, 2005 – DECEMBER 20, 2007,

MAHARAT RECRUITING AGENCY | RIYADH, SAUDI ARABIA

- Cleaned and sanitized bathrooms, kitchen, hallways, bedrooms, living rooms.
- Changed linens, vacuum, mopping, remove garbage and re-stocking cleaning supplies.
- Request repair services for broken fixtures and furniture.
- Disposed of all waste in a proper manner in accordance with local state regulations
- Record expenditures by performing light booking activities.
- Maintained inventory of necessary supplies for cleaning materials and equipment.

CERTIFICATES

ADMIN SECRETARIAL FRONT OFFICE MANAGEMENT | Ikon Training Center, Doh Qatar

DOCUMENT CONTROL | Ikon Training Center, Doh Qatar

SPECTATOR - World Fina Swimming Championship Association | Hamad Aquatic Center, Doha Qatar

HIGHER EDUCATION

BACHELOR OF SCIENCE BUSINESS ADMINISTRATION MAJOR IN OPERATION MANAGEMENT

University of Baguio, Philippines

HIGHSCHOOL DIPLOMA: Graduated 1999 - 2000

Atty. Roque A. Marcos Memorial National High School

CHARACTER REFERENCES

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