



**AL SATWA DUBAI,
UNITED ARAB EMIRATES**

EMAIL ADDRESS

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Personal Data

Date of Birth: September 25, 1986
Place of Birth: Philippines
Citizenship: Filipino
Gender: Female
Language: English, Filipino

Curriculum Vitae

JASMIN S. JIMENEZ

Objectives

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

I am seeking an opportunity that will allow me to contribute my skills in new environment, enhance my career experience and broaden my horizons.

Professional Career Highlights

- **PASSIONATE**
- **DEDICATED**
- **RESPONSIBLE**
- **HARDWORKING**
- **GOAL ORIENTED**
- **COOPERATIVE**
- **SENSE OF RESPONSIBILITY**
- **MAINTAIN GOOD ATMOSPHERE IN THE WORK FIELD.**
- **TIME MANAGEMENT FLEXIBILITY COMMUNICATION, CREATIVITY, WORK ETHIC.**
- **ABILITY TO WORK UNDER PRESSURE FOCUS AND PROPER TIME MANAGEMENT.**

PROFESSIONAL WORK GOAL

Professionally experienced high standards of excellent service for a wide variety of employers.
SALES ASSOCIATE/CUSTOMER SERVICE/RECEPTIONIST/ADMIN /PRIVATE NURSE responsible care provider with excellent communication skills.

"I always earned a good deal of reputation for its service and the customer satisfaction. it has not only inspired me with the science and art of pleasing the people but has also convinced me that this proximity has an in-built job satisfaction"

WORKING EXPERIENCE

**SALES ASSOCIATE (SIMPAL GENERAL TRAINING/SIMPAL BOUTIQUE)
DUBAI, UNITED ARAB EMIRATES May 2022-July 2024)**

DUTIES AND RESPONSIBILITIES

- Processing and preparing online orders.
- Updating online price and availability of stocks.
- Customer relation and answering their queries regarding the traditional clothes products.
- Preparing invoices, inventory of the stocks.

**ADMIN CUM RECEPTIONIST (ALLURE BEAUTY LOUNGE)
DUBAI, UNITED ARAB EMIRATES November 2021-March 2022)**

DUTIES AND RESPONSIBILITIES

- Welcoming clients.
- Assisting clients and provide them the best services.
- Provide information about the services.
- Administrative support.

**PRIVATE NURSE/FAMILY ASSISTANT
SHAIKHA OHOOD AL MUALLA UMM AL QUWEIN AUGUST 2016-2021**

DUTIES AND RESPONSIBILITIES

- Assist the family in professional manner, all around support
- Home management and care planning
- Home maintenance and housekeeping, sanitation and hygiene
- Help with personal hygiene and care
- Assisting with meals and nutrition, medical care, help with mobility
- Provide quality care and services

**FAMILY ASSISTANT/NANNY
KUWAIT NOVEMBER 2013- 2016**

DUTIES AND RESPONSIBILITIES:

- Management and maintenance of household duties and daily tasks.
- Provide a clean, safe and comfortable environment using time management
- Taking care of the family needs in a professional and positive manner.
- Provides proper household CLEANING sanitation and hygiene to children and family.
- Ensuring a safe environment, preparing and giving meals, bathing and dressing children, administering vitamins as prescription, doing housework.

Character Reference provided upon request

I am looking forward to having a position at your organization, I assure you that I will do my duties to the best of my abilities and I hereby certify that the above information is true and correct.

-Jasmin S. Jimenez