



PO BOX. 477 DOHA QATAR TEL. NO. +974-40382540. Mobile No. +974-55399192, +974-70187363

CODE NUMBER: SIR EDWIN 001...		DATE	March 3, 2026	التاريخ	
TWO CONTACT NUMBERS MOBILE NO. +254 TELEPHON NO, +254					
FULL NAME	JANE WAMBUI MAINA			الإسم الكامل	
	Monthly Salary			الراتب الشهري	
	Contract Period	2 YEARS		مدة العقد	
	PASSPORT DETAILS				بيانات جواز السفر
	Number	BK1203370		رقم الجواز	
	Date of Issue	30 DEC 2025		تاريخ الصدور	
	Date of Expiry	29 DEC 2035		تاريخ الإنتهاء	
	Place of Issue	KENYA		مكان الصدور	
	LANGUAGES & EDUCATION				اللغة والتعليم
	English	GOOD		الإنجليزية	
	Arabic			العربية	
	Education [Course]	HIGH SCHOOL		المستوي التعليمي	
	Year Attend				
	University name	COLLEGES			
	Years Attended				
	PERSONAL DATA				بيانات شخصية
Nationality	KENYA		الجنسية		
Religion	CHRISTIAN		الديانة		
Date of Birth	07 OCT 2006		تاريخ الميلاد		
Place of Birth	NAIVASHA KENYA		مكان الميلاد		
Living Town	NAIVASHA KENYA		مكان السكن		
Marital Status	SINGLE		الحالة الإجتماعية		
No. of Children	0		عدد الأطفال		
Weight	52KG		الوزن		
Height	5'0CM		الطول		
Complexion	BLACK		لون البشرة		
Age	20		العمر		
PREVIOUS EMPLOYMENT ABROAD					
خبرة خارج البلاد					
SKILLS & EXPERIENCES		خبرة العمل			
		Period	Country of Employment	Position	
Baby Sitting	YES	2024 TO 2025	KENYA	HOUSEMAID /NANY	
Children Care	YES				
Tutoring					
Disabled Care					
Cleaning	YES				
Washing	YES				
Ironing	YES				
Cooking	YES				
Arabic Cooking	NO				
Sewing	NO				
Computers					
Others					
		PROFILE SUMMARY			
		ملخص البيانات			
		I HAVA EXPERIENCE IN KENYA ???.....			
		FOR house worker			



A. WORKING EXPERIENCE:

1. **COMPANY NAME:**
YEARS FROM – T0:
2. **COMPANY NAME:**
YEARS FROM – T0:
3. **COMPANY NAME:**
YEARS FROM – T0:

Housemaid Duties and Responsibilities:

1. Cleaning and Maintenance:

- Sweep, mop, and vacuum floors regularly.
- Dust and polish furniture, fixtures, and surfaces.
- Clean bathrooms, including toilets, sinks, mirrors, and showers.
- Wash windows and clean glass surfaces.
- Empty trash bins and ensure waste is disposed of properly.

2. Laundry and Ironing:

- Wash, dry, and fold laundry, including clothes, linens, and towels.
- Iron clothes and other items as needed.
- Organize wardrobes and store laundry properly.

3. Kitchen and Dining:

- Clean and sanitize kitchen surfaces, including countertops, sinks, and appliances.
- Wash dishes, pots, and pans, either by hand or using a dishwasher.
- Assist with meal preparation and cooking, if required.
- Clean and set dining areas before and after meals.

4. Childcare Assistance

- Supervise children during playtime and other activities.
- Assist with feeding, bathing, and dressing children.
- Help with homework and educational activities.
- Ensure the safety and well-being of children at all times.

5 Grocery Shopping and Errands:

- Shop for groceries and household supplies as directed by the employer.
- Run errands, such as picking up dry cleaning or collecting packages.

6. Pet Care:

- Feed, groom, and walk pets as required.
- Clean pet areas and manage pet waste.

7. Household Organization:

- Organize and maintain storage areas, including closets, pantries, and cupboards.
- Ensure the home is tidy and well-organized.

8. Communication and Reporting:

- Report any maintenance issues or damages to the employer.
- Communicate effectively with the employer regarding household needs or special requests.

9. Adherence to Household Rules:

- Respect household privacy and confidentiality.
- Follow any specific instructions or preferences provided by the employer.

10. Miscellaneous Tasks:

- Perform any additional tasks or duties as assigned by the employer.