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CODE NUMBER: SIR EDWIN 001...		DATE	March 3, 2026	التاريخ
TWO CONTACT NUMBERS MOBILE NO. +254 TELEPHON NO, +254				
FULL NAME	ALICE WAMBUI THUO			الإسم الكامل
	Monthly Salary		الراتب الشهري	
	Contract Period	2 YEARS	مدة العقد	
	PASSPORT DETAILS بيانات جواز السفر			
	Number	BK679526	رقم الجواز	
	Date of Issue	18 APR 2024	تاريخ الصدور	
	Date of Expiry	17 APR 2034	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	31 JAN 2002	تاريخ الميلاد	
	Place of Birth	KIAMBU KENYA	مكان الميلاد	
	Living Town	MATAYOS KENYA	مكان السكن	
Marital Status	SINGLE	الحالة الاجتماعية		
No. of Children	1	عدد الأطفال		
Weight	43KG	الوزن		
Height	5'1CM	الطول		
Complexion	BLACK	لون البشرة		
Age	24	العمر		
PREVIOUS EMPLOYMENT ABROAD خبرة خارج البلاد				
SKILLS & EXPERIENCES خبرة العمل		Period	Country of Employment	Position
Baby Sitting	YES	2022 TO 2025	KENYA	HOUSE MAID
Children Care	YES			
Tutoring	YES			



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: