



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

CODE NUMBER: SIR EDWIN 001...		DATE	March 4, 2026	التاريخ	
TWO CONTACT NUMBERS MOBILE NO. +254 TELEPHON NO, +254					
FULL NAME	HELLEN KISIA			الإسم الكامل	
	Monthly Salary	1200QR	الراتب الشهري		
	Contract Period	2 YEARS	مدة العقد		
	PASSPORT DETAILS				بيانات جواز السفر
	Number	CK97364	رقم الجواز		
	Date of Issue	21 OCT 2022	تاريخ صدور		
	Date of Expiry	20 OCT 2032	تاريخ الإنتهاء		
	Place of Issue	KENYA	مكان صدور		
	LANGUAGES & EDUCATION				اللغة والتعليم
	English	GOOD	الإنجليزية		
	Arabic	GOOD	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	15 OCT 1998	تاريخ الميلاد			
Place of Birth	LUGARI KENYA	مكان الميلاد			
Living Town	LUGARI KENYA	مكان السكن			
Marital Status	SINGLE	الحالة الإجتماعية			
No. of Children	0	عدد الأطفال			
Weight	52KG	الوزن			
Height	5'2CM	الطول			
Complexion	BLACK	لون البشرة			
Age	27	العمر			
PREVIOUS EMPLOYMENT ABROAD					
خبرة خارج البلاد					
SKILLS & EXPERIENCES		خبرة العمل			
		Period	Country of Employment	Position	
Baby Sitting	YES	2YRS	SAUDI	HOUSE HELP	
Children Care	YES				
Tutoring	YES				
Disabled Care					
Cleaning	YES				
Washing	YES				
Ironing	YES				
Cooking	YES				
Arabic Cooking	YES				
Sewing	NO				
Computers					
Others			FOR house worker		
PROFILE SUMMARY					
ملخص البيانات					
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A. WORKING EXPERIENCE:

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

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.