



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

CODE NUMBER: SIR EDWIN 001...		DATE	APRIL 15, 2026	التاريخ	
TWO CONTACT NUMBERS MOBILE NO. +254 TELEPHON NO, +254					
FULL NAME	SHARON TERESA			الإسم الكامل	
	Monthly Salary		الراتب الشهري		
	Contract Period	2 YEARS	مدة العقد		
	PASSPORT DETAILS				بيانات جواز السفر
	Number	AK1076438	رقم الجواز		
	Date of Issue	28 MAR 2022	تاريخ صدور		
	Date of Expiry	27 MAR 2032	تاريخ الإنتهاء		
	Place of Issue	KENYA	مكان صدور		
	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	13 JUN 2003	تاريخ الميلاد			
Place of Birth	JUJA KENYA	مكان الميلاد			
Living Town	JUJA KENYA	مكان السكن			
Marital Status	SINGLE	الحالة الإجتماعية			
No. of Children	0	عدد الأطفال			
Weight	58KG	الوزن			
Height	5'3CM	الطول			
Complexion	BLACK	لون البشرة			
Age	23	العمر			
PREVIOUS EMPLOYMENT ABROAD					
خبرة خارج البلاد					
SKILLS & EXPERIENCES		خبرة العمل			
		Period	Country of Employment	Position	
Baby Sitting	YES	عناية الرضع			
Children Care	YES	عناية الأطفال			
Tutoring	YES	تعليم الأطفال			
Disabled Care		عناية العجزة			
Cleaning	YES	التنظيف			
Washing	YES	الغسيل	PROFILE SUMMARY		
Ironing	YES	الكوي	ملخص البيانات		
Cooking	YES	الطبخ	I HAVA EXPERIENCE IN KENYA ???.....		
Arabic Cooking	NO	الطبخ العربي			
Sewing	NO	الخطاطة			
Computers		الكمبيوتر			
Others		خبرات أخرى	FOR house worker		



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.