

# Jenalyn B. Neminzo



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Al Satwa, Dubai, UAE

## Career Objective

To pursue a challenging position where I can apply my skills, experience, and passion to contribute meaningfully to the organization. I seek a role that offers opportunities for professional growth and development, allowing me to utilize my skills to drive success and make a positive impact. I am committed to delivering high-quality results, and I am eager to make a positive impact through effective problem-solving, collaboration, and a results-oriented approach.

## Education

Tertiary

Central Philippines State  
College of Agricultural  
2002-2003

Secondary

Ramon Torres Bulao National  
High School  
1998-2002

Primary

Inocensio Lucasan Elementary  
School  
1992-1997

## Work Experience



Nanny (Nov 2020 - Present)

### Private Employer, Dubai, UAE

- Supervise and ensure the safety of children at all times, both indoors and outdoors.
- Plan and engage in age-appropriate activities and educational games to support the children's development and learning.
- Assist with daily routines, including bathing, dressing, feeding, and diapering as needed.
- Prepare nutritious meals and snacks for children based on dietary needs and preferences.
- Ensure children follow good eating habits and maintain a clean eating area.
- Transport children to and from school, extracurricular activities, playdates, and appointments, if required.
- Run errands related to the children's needs, such as grocery shopping or picking up prescriptions.



House Attendant (November 2018- 2020)

### Private Employer, Dubai, UAE

- Clean and sanitize various areas of the house, including living rooms, bedrooms, bathrooms, and kitchen.
- Dust, vacuum, mop floors, and perform other cleaning tasks to maintain a hygienic environment.
- Handle laundry duties, including washing, dry, ironing, and folding clothes.
- Assist with meal preparation and cooking based on family preferences and dietary needs.
- Run errands such as grocery shopping, picking up dry cleaning, or other household-related tasks.
- Provide support during events or gatherings, including setting up, serving, and cleaning up.
- Assist with additional tasks as needed, including pet care, garden maintenance, or special projects.



Nanny cum Maid (2015- 2017)

### Tiffany International Recruitment Agency- Saudi Arabia

- Supervise children to ensure their safety and well-being at all times.
- Assist with the children's daily routines, including bathing, dressing, and meal times.
- Manage the children's schedules, including school drop-offs and pickups, extracurricular activities, and appointments.
- Keep the household organized by tidying rooms, arranging storage areas, and ensuring that items are easily accessible.
- Monitor and manage household supplies, including grocery and restocking as necessary.
- Prepare and cook family meals according to dietary guidelines and preferences.

## Skills

- Effective communication and listening skills
- Adaptability to diverse needs and situations.
- Strong observational skills for monitoring progress.
- Patience and understanding in challenging situations.
- Ability to work independently with minimal supervision
- Collaborative teamwork with colleagues
- Organizational skills for managing tasks efficiently.
- Good upselling techniques.
- Ability to Multi-task and fast learner
- Strong Work Ethic

## Language

 Tagalog

 English

## Reference

Available upon request.

### Sales Assistant (2012–2013)

#### **Q Smile Shoe Center, Philippines**

- Greet customers with a friendly and professional attitude as they enter the store.
- Assist with stocking shelves, arranging merchandise, and ensuring product displays are well-maintained and visually appealing.
- Monitor inventory levels, report discrepancies, and assist with stock replenishment and organization.
- Assist with inventory checks, price tagging, and markdowns as directed by management.
- Maintain a clean and organized sales floor, including tidying up displays, cleaning surfaces, and managing fitting rooms.
- Ensure that the store environment is welcoming and meets Store's standards of cleanliness and presentation.

### Technical (2008–2011)

#### **Queens Argo Industrial Farm, Philippines**

- Perform regular maintenance and inspections on farm machinery and equipment, including tractors, harvesters, irrigation systems, and processing equipment.
- Monitor the performance of technology systems and ensure they are integrated effectively into farm operations.
- Assist in the planning and execution of farm operations, including planting, irrigation, fertilization, and harvesting.
- Provide technical support for soil management, crop management, and pest control strategies.
- Provide training and guidance to farm workers on the use of equipment and technology, ensuring proper handling and operation.
- Ensure that all farm operations adhere to health and safety regulations and standards.

I hereby certify that the above information is true and correct to the best of my knowledge and beliefs.

**JENALYN B. NEMINZO**

Applicant