



Hifza Saleem

Dubai UAE 🇦🇪

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I am highly organized and able to multitask well. My communication skills allow me to ensure that everyone on my team is aware of their responsibilities. I am also personable and a good leader. I've been praised by members of my housekeeping staff for always being fair and making my expectations clear.

Professional Experience

Imdaad Group Dubai

Cleaning Supervisor

- As the supervisor for cleaners and bus attenders at Imdaad group, I oversee a team of 30 staff members daily.
- My responsibilities include providing direction, monitoring performance, and managing daily operations. I facilitate training, address conflicts, maintain communication, and foster a positive work environment. Additionally, I prepare performance reports and ensure compliance with company policies and regulations, ensuring efficient operations and meeting performance targets.
- The supervision of all cleaning staff focussing on their performance in terms of standards of cleanliness and performance
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- Ensuring that a first-class cleaning service is delivered to all areas of the building
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- Reviewing work schedules
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- Ordering of cleaning materials and monitoring of all cleaning activities.
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Day To Day Haypermarket Dubai

Cashier

- As a cashier at Day to Day Hypermarket, I processed customer transactions accurately and efficiently, handled cash and card payments, provided excellent customer service, and maintained a clean and organized checkout area. I also assisted with stocking and ensured adherence to company policies and procedures for a seamless shopping experience.

Transguard Group LLC Dubai Metro Station

Housekeeper

- At Transguard Group, I have been employed as a housekeeper. My role involves ensuring cleanliness and tidiness in assigned areas, such as rooms, offices, or public spaces. I perform cleaning duties according to establish standards and procedures, including dusting, vacuuming, mopping, and sanitizing. Additionally, I collaborate with team members to maintain high cleanliness standards and contribute to a safe and hygienic environment for all occupants.

Paradise High School Pakistan
Primary Teacher

- Developed and implemented curriculum, managed classroom environments, and conducted student assessments. Reviewed materials with students individually and in groups, enforced rules, and maintained records of attendance and grades. Prepared lesson materials, supervised students throughout the school day, and on field trips, engaged with parents, and organized extracurricular activities. Participated in professional development to enhance teaching methods.

Education

Faisalabad College for Women
Intermediate

Achievement

- Awarded by imdaad Group
- Employee of the month
- Awarded by Oaktree primary school
- Employee of the month

Key Skills

- • Communication.
- • Teamwork.
- • Initiative.
- • Problem-solving.
- • Computer skill
- • Leadership.
- • Hard work and dedication.
- • Critical thinking and problem solving.
- • Professionalism and strong work ethic.
- • Punctual focused and very dedicated to any task given.
- Positive Attitude to maintain good public relations.
- Ability to understand read write and speak English.
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Interests

- Housekeeping Supervisor