

ANAM ZAHRA

☎ +92 303 9733854

✉ parsazahra48@gmail.com

📍 House No. 103/A, Street 6,
Chaklala Scheme 3,
Rawalpindi Cantt.

EDUCATION

Bachelor of Business Administration

COMSATS University Islamabad
2011 - 2015

MBA - HRM

Foundation University Islamabad
2023 - 2025

EXPERTISE

Proficient in Microsoft Office (Word,
Excel, and PowerPoint)

Supervision

Houskeeping

Team Work

Administration

Computer Operations

LANGUAGE

English

Urdu

ABOUT ME

Highly motivated Foundation University Islamabad graduate. A competent and organized individual who is able to work as part of a team and manage several priorities at any one time. I have positive attitude, strong work ethic and a keen desire to learn and grow within a firm. Therefore aims to make any team I work as effective and efficient as possible.

WORK EXPERIENCE

○ Oct 2022- Sep 2023
Giga Mall, Islamabad

Houskeeping Supervisor

- * Supervise and train housekeeping staff.
- * To ensure that all rooms and common areas are cleaned and maintained to high standards.
- * To develop and implement cleaning procedures and protocols.
- * To conduct quality control checks to ensure work meets established standards.
- * Manage inventory of cleaning supplies and equipment, including requisitions for restocking.
- * Resolve customer complaints related to housekeeping services.
- * Address maintenance issues and report to the maintenance department.
- * Monitor and ensure compliance with occupational health and safety standards.
- * Perform administrative tasks such as timecards, attendance and payroll.
- * Collaborate with other departments to ensure facilities are maintained to high standards.

PERSONAL INFO

Gender: Female

Nationality: Pakistani

Date of Birth: 05-08-1992

Religion: Islam

CNIC No: 37405-1953389-6

DECLARATION

Here I am kindly declared that the abovementioned details all are true in the best of my knowledge and believe.