

NWERERE OSAIGBOKAN CATHERINE

DEI-DEI, ABUJA, NIGERIA

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Objective

Experienced and dependable housekeeper with a proven track record of maintaining high standards of cleanliness and organization in both residential and hospitality settings. Skilled in deep cleaning, laundry care, inventory management, and ensuring a safe, sanitary, and welcoming environment. Known for strong attention to detail, time management, and a respectful, customer-focused approach. Seeking a long-term housekeeping position where I can contribute my skills, reliability, and dedication to creating a clean and comfortable space for clients or guests.

Experience

- CITY HOPE SCHOOL** 2024 - 2025
Administrative Staff/Teacher
National Youth Service Corp(NYSC)
- OSAZE HOTEL, Emaudo, Ekpoma Edo State** 2021 - 2023
HOUSEKEEPER
Made beds, dusted, vacuumed, and mopped to ensure rooms are neat and presentable.
Restocked toiletries, towels, and other guest supplies.
Notified the maintenance team of any broken or malfunctioning items.
Maintained cleanliness in lobbies, hallways, elevators, and restrooms.
Washed, dried, folded, and stored clean linens.
Used cleaning chemicals properly and maintained sanitation protocols.
Provided extra items like pillows or toiletries when requested by guests.
Emptying bins regularly and ensuring proper disposal of garbage and recyclables.
- Mr and Mrs Sylvester Eghuan's House** 2019 - 2021
HOUSEKEEPER
Swept, mopped, dusted, and vacuumed all living spaces.
Washed, dried, folded, and ironed clothes, bed linens, and towels.
KePT bedrooms fresh and orderly.
Prepared meals or assisted with light cooking (when required).
Bought household items and ensured the home is well-stocked.
Kept wardrobes, cupboards, and common areas neat and arranged.
Handled tasks like picking up dry cleaning or collecting deliveries.
Ensuring houseplants are well-maintained and healthy.
Keeping doors and windows secure and reporting any unusual activity or issues.

Education

- AMBROSE ALI UNIVERSITY** 2024
Bsc (POLITICAL SCINCE)
- SACRED HEART GIRLS MODEL SECONDARY SCHOOL UBIAJA** 2017
Senior Secondary School Certificate Examination (SSCE)

Skills

- Attention to detail
- Time management
- Organization skills
- Communication skills
- Physical stamina
- Trustworthiness and reliability
- Discretion and confidentiality

Reference

- AVAILABLE ON REQUEST