



# FATHIMATH SANA

## Kids Club Attendant

My Experience as a kids club attendant mad understand how to communicate effectively with children in a variety of situations. Adept at developing play plans for children, helping children to solve problems, and maintaining a watchful eye on a room full of children. Specialized in indoor & outdoor children activities.

## CONTACT ME

 (+960) 9599955

 fathimathsano96@gmail.co  
m

 V.keylaa, K.Vilimale',  
Maldives

## ➤ EXPERIENCE

### NIYAMA PRIVATE ISLAND MALDIVES

#### Kids Club Attendant

**September 2021 - Present**

- Attending all the kids that visits Kids club.
- Providing Private Nanny service.
- Providing Private Baby siting service.
- Preparing & attending kids activities such as Movie nights, Art & Craft, Dolphin trips & etc.
- Preparing Activity plans.
- Also completed first aid, Safe working in water based activities, water safety emergency induction & 3 days Kiddies club member training

### MANDHU COLLEGE

#### RECEPTIONIST & ASSISTANT COORDINATOR OF REGISTRATION DEPARTMENT

**November 2018 - February 2021**

- Key responsibilities include assisting students, scanning products, collecting online payments cash payments, counting the money from the cash drawer, and solving any students' inquiries also interacting with students through phone call. Key responsibilities to accepting application forms and other service requesting documents, replying emails, inquiries and sending them requested documents, coordinating exams Assisting Graduations ceremony.

## ➤ EDUCATION

### GCE 'O LEVEL

Muhyiddin School

### UPP - UNIVERSITY

#### PREPARATION PROGRAM ME

Mandhu College

## ➤ PROFESSIONAL SKILLS

- Microsoft Office
- Cashiering
- Communication skills  
Customer service Skills
- Attention to details
- Time management
- Working under pressure
- Preparing and Posting Kids  
club related bills in POS  
System