

Bojana

Personal Assistant, Wardrobe care specialist, Butler, House manager



[Video Presentation ↓](#)

<https://englishnanny.org/~sWFaz>

Personal Information

Birthdate	1993
Zodiac sign	Pisces
Nationality	– Serbia
Marital status, own children	Single, no children
Place of Birth	Serbia
Location	Saudi Arabia, Riyadh
Driving License	No
Have a car	No
Sports	– Outdoor activities
Hobbies	– Travelling
Areas of interests	– Animals – Meeting new people
About myself	In the past 10 years I have explored the hospitality industry over various positions starting as a waitress/hostess and more recently exploring few temporary roles as a PA and Butler in order to decide what would better suit me. Being a PA/butler comes as a second nature to me and I found myself enjoying every bit and especially learning and perfecting my skills. I enjoy traveling the world and I am flexible to different work schedules.

Education

-	High school diploma, Serbia
---	-----------------------------

Working experience

October 2024

Saudi Arabia, Riyadh

Head butler-Operation manager

Private resort

My role includes

- Detailed planning and organizing every event, gathering, birthdays Extensive travel to destinations such as Riyadh, Jeddah, Paris, Al Ula. In charge of all his personal requests and attention to details. Detailed care about principal wardrobe and management. Folding, washing, steaming, ironing and organizing by style, color or brand. Setting up dining tables and traditional dining settings. Packing and unpacking for traveling. Restocking all the units and purchasing missing stock.

November 2023 - January 2024

Saudi Arabia, Riyadh

Vip Hostess/ Guest relations

Riyadh season / Boulevard world

My role includes

- Greeting and welcoming arriving guests and solving all problems and requests connected with them

Reason for leaving

was a seasonal contract

July - August 2023

UAE, Abu Dhabi

Personal assistant/House manager

Family

My role includes

- Expertly organize and manage wardrobe items, including high end branded clothing, shoes, and accessories from luxury brands such as Hermes, Chanel, Prada, LV, D&G, Balenciaga, YSL, etc. Recruit a new staff, training and improving on their personal skills. Perform meticulous care for branded items, ensuring proper storage, cleaning and organization by type, brand and colour. Comprehensive Travel and Schedule coordination, managing travel arrangements, including booking, itineraries and reservations, ensuring seamless travel experience. Maintain an organized dairy, scheduling appointments, meetings and events. Maintain cleanliness and organization in personal care areas, including bathrooms, skincare and makeup stations. Provide personal shopping support and assistance. Assist in planning, organizing, and managing events Provide support with packing and unpacking for travel.

Reason for leaving	the responsibilities were not the same as discussed before
--------------------	--

January - July 2022	
UAE, Abu Dhabi	
Vip Butler/ Supervisor	
Family	
My role includes	<ul style="list-style-type: none"> Coordinating staff and training along with house manager Planning menus for the principal and helping organizing events Extend a warm welcome to VIP and VVIP guests upon arrival, ensuring a memorable and personalized experience. Serve traditional Arabic coffee and tea with elegance and grace. Offer impeccable food and beverage service, including arranging appetizers and refreshments before events and providing coffee breaks during extended meetings. Execute silver service and catering with precision, adhering to the highest standards of professionalism and presentation. Decorate the house tastefully for events and gatherings. Set formal dining tables with meticulous attention to detail, creating an ambiance of sophistication. Assist with principal's laundry needs, ensuring garments are brought for steaming and meticulously cared for.
Reason for leaving	End of contract

Health

Smoker	No
Epileptic	No
Diabetic	No
Colour blind	No
Dyslexic	No
Vegetarian	No
Have you had a medical exam within the last 6 months?	Yes
Allergies	No

Additional information

Personal characteristics	Responsible, punctual, reliable, creative, active, positive, qualified, experienced, loyal, patient, easygoing, bubbly
Key skills	Ability to adapt to all kind of situations quickly. Ability to work under pressure or stressful conditions. Ability to work using your own initiative, taking on extra responsibility. Excellent communication and people skills at all levels. High profile family experience. Organisational, social media, multitasking, strong communication, creativity, fast typing
English	C2 - Fluent

Serbian	Native
Spanish	B1 - Intermediate
ID	26524

Excellent references available on request