



# Maureen Bowler

SPORTS CITY DUBAI

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A professional, dynamic business manager who demonstrates a strong work knowledge of business operations, with a key focus on business growth and expansion. Multitasking with a multilingual proactive approach to problem-solving. Successfully worked in synergy in various roles related to sales, Public Relations, marketing, travel, tourism, and events while adopting, liaising with different cultures and communicating in various languages through verbal and multimedia in English, French and Spanish to ensure excellent customer service and client satisfaction both B2C and B2B. A highly motivated person, who can work independently to achieve the goals set using telesales, cold calling, one-to-one sales, and direct canvassing.

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## Personal Information

Nationality: Mauritius

LinkedIn : [Maureen Bowler](#)

DUBAI DRIVING LICENCE  
HOLDER

## Educational Background

**London international  
school of commerce Dubai**  
Human Resource management course  
for professionals

**Oxford-UK**  
Edexcel travel and tourism course

**Nadia institute Dubai**  
Digital marketing course

**Amits school of hairdresser**  
Accredited certificate with an  
advanced diploma.

## Language Proficiency

**English, Fluent**  
IGCSC ENGLISH A GRADE  
ACCREDITED (OXFORD -UK)

**French, Fluent**  
IGCSC FRENCH A GRADE  
ACCREDITED (OXFORD -UK)

**Spanish, Fluent**  
IGCSC SPANISH A GRADE  
ACCREDITED (OXFORD -UK)

## Work Experience

### Chief Executive Officer

#### Miss Maids Dubai

Dec 2019 to present

#### Key Qualifications & Responsibilities:

- Effectively managed a team of over 18 employees in 6 logistic locations along with 3 Cars.
- Build a database from 4 clients to 35 clients today. Liased
- Ability to deliver the expected result and gain clients' trust handling their property (during their absence)
- Property key management handling
- Develop talent acquisition and hiring plans (interview and screening calls)

#### Key Achievements:

- The honor of training the maids of the Nigerian Embassy
- increased client database by 60% in 1 year, which grew net profits by 75%.

### Travel Representative

#### EMOTIONS Group & SEGA TOURS

2018-2019 Mauritius

- Travel representative for Spanish VIP guest
- Coordinate transportation, accommodations, and itineraries for domestic and international trips for clients based on clients' needs, budgets, and expectations.
- Ensure all bookings & reservations are processed accurately.

### Private Event's Organiser & Events Manager

#### YAHYA International Group Oman

Jan 2015 - April 2017

- Planned multiple events – birthday parties- Women International Day company's dinner and conferences. 2016/2017 OmanGCC
- Planned and organized a festival for 350 persons
- Organized multiple dessert tours in collaboration with M&N tours
- Organized logistics of event preparation, including location scouting, stage design, venue decor, and program implementation.

## Software

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Skype
- Microsoft Teams
- Photoshop
- InDesign

## Hard Skill

- Foreign languages
- Digital communication
- Resource management
- Reporting
- Strategic planning
- Storyboarding
- Marketing

## Certificates

- Human resource management course  
( London international School of commerce Dubai )
- Certificate in leadership management course

## Awards

- Letter of appreciation from world organization of African meeting
- MGM Institute for dressing up hairdo and makeup of 50 models In time for Africa show Mauritius

## Hobbies

- Travelling
- Yoga
- Latin Dance
- Networking events
- Playing golf

## Travel Representative

### Travel and tourism MNM tours by Martine Gauthier

Jan 2015 - Dec 2017-Oman

- Travel consultant dealing with arrivals of French / English
- Provided service to customers in a busy travel agency, booked flight reservations, cruises, tours, hotels, and car rentals.
- local contact representative for MNM Tours in Muscat-personal assistance.

## Part-time sales agent

### KUMBUK RIVER LOGDE

2014- 2015 SRILANKA

- In charge of Marketing and sales and reservation for KUMBUK River nature lodges
- Created new tour packages, itineraries and retail pricing using MS Excel.

## Founder of MLPP (Multi Lingual Professional Placement)

### collaboration with IOTAP LLC Middle East as HR assistant

Jan 2007 -Jan 2009 DUBAI

- Head-hunter Company based in the Middle East has recruited multi-lingual professionals to work on various projects around the world mainly in constructions in Africa and the Middle East.
- The main communication agent between with clients and candidates, planning interviews, screening of CV for the right candidate, and contract handover.
- English – French – Spanish – specific niche market for multi lingual professionals.
- Trained and onboarded new employees, and conducted orientations for new staff hires.

## Founder of Gorgeous Me Boutique &

### Personal Shopper Services Mauritius

Jan 2010 / Dec 2013 Mauritius

- Introduction the first personal shopper in Mauritius for high street brand and vintage shopping and delivery in Mauritius for mainly high exclusive clients within the lapse of time.
- Dealing with Market research - import –Export- costing- Evaluation- product quality control- Advertising – marketing- Sales – customer service- logistics- private sales events.

## General Manager

### Rose belle beauty salon Mauritius

Jan 2001/ 2003 Mauritius

- Stock control – bookkeeping-staff control –day-to-day management of the business.
- Worked as teacher assistant for Amit school of hairdressing in Port Louis
- Created Mobile hairdressing salons in Black river Mauritius.
- Received award by MGM Institute for dressing up hairdo and makeup of 50 models In time for Africa show Mauritius.