

# Shalva Helaia

## Head Butler

As a highly trained and experienced Butler, I have developed a wide range of skills that enable me to provide exceptional service to clients. With a keen eye for detail and a dedication to excellence, I am committed to ensuring that every aspect of the client's experience is seamless and stress-free. My ability to anticipate and fulfill the needs of clients sets me apart, as does my proficiency in handling a range of duties, from managing household staff to coordinating events.

In summary, I am a highly skilled and experienced Butler who brings a wealth of knowledge and expertise to every role. With a proven track record of success, I am confident that I can be trusted to provide outstanding service and deliver exceptional results.

## Employment History

### Head Butler at Private Household

NOVEMBER 2020 – JANUARY 2023

- Coordinated and organized a variety of events, from small family gatherings to large formal events
- Managed the daily schedule of the principal and other household members, ensuring their needs were met in a timely manner
- Provided high-end concierge services, ranging from booking flights and hotels to arranging transportation

## Education

### Bachelor Degree at Tallinn University, Tallinn

SEPTEMBER 2016 – JULY 2019

Media and communications

## Courses

### Personal Trainer at IntensivePT

JULY 2020 – SEPTEMBER 2020

### Mixed Martial Arts Expert at Gym Garant

JANUARY 2018 – MAY 2021



## Details

Tallinn, Estonia

+372 5637 1663

[shaxus@hotmail.com](mailto:shaxus@hotmail.com)

## Skills

Responsibility skills

Loyalty and confidentiality

Effective Team Leader

## Hobbies

sports, cinema, social media

## Languages

English

Russian

Estonian

Georgian