

Curriculum Vitae

Female

D.O.B. 09 September 1965

Number of years working in industry: 26 years 0 months

Candidate ID Number: 13201

Nationality: Indian

Language Skills:

Fluent: English, Bengali

Basic: Hindi

Permitted to work in: India

Position Sought: Spa Consultant, Regional Senior Manager, Spa Director, Spa Manager, Spa Co-ordinator, Assistant Manager, Treatment Manager / Spa Trainer, Senior Therapist, Skin Clinic Therapist, College Tutor

Personal Statement

I would like to have a career where I can utilize my knowledge acquired during my profession and there is the opportunity of further development and contribute my new ideas to develop in your organization

Seeking work in Bhopal, India and other International Locations

Employment History:

April 2004 - Present - Spa Co-ordinator at (most recent employer hidden for confidentiality) Kolkata, India, (Skin Clinic)

Duties included:

Theory:

Skin, Dermatology, Anatomy, Physiology of human body, nail, Nail Diseases, hair, anatomy principle of First Aid, nutrition & diet, Business organization, plastic surgery, exercise, cells, bacteriology, cellulites, heat treatments, Basic Make -Up Advance, Professional, Corrective Make Up Pedicure, Manicure, Self Grooming etc.

Practical:

Facial Treatments- Faradic, Galvanic, vacuum suction, High Frequency, Facial Swedish Massage, Lymphatic Massage, Preparation of Aroma Oils & Aroma Therapy, Make -up & hair styling, Depilation & Bleaching, Organic & inorganic Mask Preparation & application. Body Treatments- Faradic, vacuum suction Interferential, G-5, Paraffin wax bath, Head Massage, Swedish Body massage, Aroma therapy, Reflexology, Lymphatic Massage.

Physiotherapy:

Exercise Therapy, Ultrasound Therapy, Manipulation Therapy, Reflexology Electrotherapy, Acupressure Therapy, Body Massage, Disease and Their Treatment

Research:

Medical Data collection, Social Survey by PRA method, Analysis, Research Questionnaires, dissemination of necessary information from the collecting data. Base line survey from, to collect data, analysis and dissemination of necessary information from the collected data Medical Record Form develops

Advocacy and Net Working :Health Awareness, Social Rights & Advocacy in the community.Aids Prevention through Social Net work. Reproductive Health Management Collaboration with Local GOV, Donors Agencies, and National NGOs. Social Mobilization, Program Work with others local government project. To develop social networking

Monitoring and Evaluation: Questioners Development .On going follow up. Cross Checking. Making Format .Annually

Report writing.

Responsibilities:

- Planning for annual and monthly training schedule & contents Conduct trainings to beauty advisors, beauticians on monthly basis.
- Submit Monthly training reports to Management.
- Preparation on Training targets annually.
- Promotional/Campaign highlights on ideas with sales & marketing department throughout the year.
- Training for Counseling & Customer service skills.
- On Job Training at counters, promotion & observation.
- Planning & preparation for workshop / beauty events schedules and conducting lessons.
- Ensuring monthly training base on marketing calendar of new launch products plan.
- Control and arrange of uniforms for all Beauty Advisors.
- Involve in Annual BAs' assessment with Sales dept.
- Conduct New Beauty Advisors interviews.
- Conduct and handle Beauty Workshop or Events activities
- Administer all training products
- To give face and body treatment to improve the customer's appearance.
- Give depletion treatments, which is the temporary removal of body hair.
- Give epilating treatments, which is the permanent removal of hair.
- Counseling for anxiety, depression, anger and slow learner and family problems.
- Learn about the clients and if they have certain allergies and what they expect from the therapy.
- Do facials and apply make up.
- Give hair treatment.
- Give manicures and pedicures and nail disease treatments.
- Give massages and Acupressure therapy treatments.

Give Yoga treatment & meditation

Esthetician Experience :

Ø Extensive knowledge of Swedish massage, physiotherapy massage and deep tissue massage

Ø In-depth knowledge of human body, Anatomy, Physiology, Gynae, Skin and medicine and given treatment by Naturopathy medicine.

Ø Attention to detail and ability to maintain a highly hygienic environment

Ø Facial Massage. Weight Loss Management, Ø Grooming, Professional Make -Up & pedicure, manicure and spa therapy. Ø Staff s& project management, Ø To attain training seminars, product Introduce and selling.

Ø , Ability to maintain good relationship with clients

Ø In-depth knowledge of reflexology, acupressure therapy services

Ø Possess good organizational and time-management skills

Ø Performed all kinds of treatment to the highest standard Ø Carrier Counseling and Meditation. Ø Manage SPA operation, Planning, and Customer Care Customer Relations. Health Wellness, Skin care & Beauty, Ø General Administration, Trained Staffs, Budget Forecast Yearly. Analyze customer's skin care needs. Ø Discuss treatments and products with clients. Use a magnifying lamp or visor. Perform facials to cleanse pores and improve skin tone. Apply chemical peels to reduce fine lines and age spots. Perform simple extractions to remove blackheads. Remove unwanted facial hair using depilatory wax. &eyebrows. Ø Instruct customers on skin care and makeup techniques. Sterilize equipment and clean work area. Massage the face. Select and apply cosmetic products such as creams, lotions, and tonics. Ø Drug Problems and Issues. Ø Socio Economic Research & Drug Abuses Ø Research Methodology. Epidemiology, Ø Public Health Nutrition. Social Psychology. . Ø Environmental Health and Hygiene. Ø Lead, motivated, and trained staff members Ø Responsible for interviewing and hiring spa staff Ø Organized and conduct monthly staffs meetings.

Main Responsibilities:

- Ø Business corresponding. Building up the relationship among the different individual.
- Ø Financial budget forecast yearly, Strategy, Planning, Recruitment people. According to need basis
- Ø Develop Companies, Training, Staff Selection Recruitments, Leadership qualities Identification, Strategy, Planning, Goals, Long Term Short Term Immediate, Motivation, Enhance their effectiveness, Time Management .
- Ø Interpersonal skill and analytical ability. Kept records of clients transactions
- Ø Attended to clients needs
- Ø Monitored companies profits and losses with the help of finance department .
- Ø To make quarterly performance report based on sales and service always upgrading business report.
- Ø Ability to take prompt decision & executing the entire Staff Selection Recruitment
- Ø Human Resource Developemnt,Administration, Management, Personnel Records, Financial bud jet forecast yearly,
- Ø Personal records and staffs upgradation.
- Ø Identification, Strategy, Planning, Goals, Long Term Short Term Immediate, Motivation, Enhance their effectiveness, Time Management Making Relationships with Staffs and Dept, Networking, Develop to related companies and clients ,
- Ø Training, Leadership qualities Marketing , Communication skills, Attitude Towards Life, Career Planning of the staffs , Develop Ethics & VALUE and Mannerism, Managed Obstacles,

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Products worked with:

Ammoy

VLCC

Biotec

Ayus

Loreal

Hindustan lever

Avon

February 2000 - Present - Regional Senior Manager at Public health care project, Nadia, West Bengal, India, (Hospital / Medical Clinic)

Duties included:

- v To treat the patient in holistic methods and natural way.
- v Awareness builds up regarding naturopathy and tries to avoid the orthodox medicine.
- v Promotion Health Care services through holistic approach.
- v Networking develops other health care service.
- v Implementation of new programs that supported the vision of the organization and long term strategic plans.
- v Worked with “program developer” to implement an orthopedic program which led to increased growth and profit for the hospital.
- v Cross-trained and combined resources from out and in-patient oncology areas to strengthen both programs without additional FTE's. The transition for patient was improved due to consistent information and follow through from both areas.
- v Successfully implemented a multi-disciplinary tracking tool for assessments of the surgical patients transferred to a higher level of care with 24 hours of admission or placement to ensure appropriateness of initial patient placement.
- v Medical Teaching Course Curriculum Development, Implementation new program and organized long term strategic plans for hospital. Successfully implemented patient care and management and high level care of surgical patients. Nursing supervision and management of the daily routine.
- v Prevention of HIV/AIDS,
- v Low cost health service provide National Health Policy

v Environment Health & Logistic Management

v Motherhood & Child Health program, School Health Services (MCH Clinic) & community based public health care project supervision and management

v Promotion Primary Health Care services.

v Nutrition Program & Primary health care services

February 2003 - Present - Treatment Manager / Spa Trainer at Beauty and Skin Care Centre, Kolkata, West Bengal, India, (Hospital / Medical Clinic)

Duties included:

- Extensive knowledge of Swedish massage, physiotherapy massage and deep tissue massage
- In-depth knowledge of human body, Anatomy, Physiology, Gynae, Skin and medicine and given treatment by Naturopathy medicine.
- Attention to detail and ability to maintain a highly hygienic environment
- Facial Massage.
- Weight Loss Management
- Grooming, Professional Make -Up & pedicure, manicure and spa therapy.
- Staff & project management,
- To attain training seminars, product Introduce and selling.
- Ability to maintain good relationship with clients
- In-depth knowledge of reflexology, acupressure therapy services
- Possess good organizational and time-management skills
- Performed all kinds of treatment to the highest standard
- Carrier Counseling and Meditation.
- Manage SPA operation, Planning, and Customer Care Customer Relations. Health Wellness, Skin care & Beauty,
- General Administration, Trained Staffs, Budget Forecast Yearly. Analyze customer's skin care needs.
- Discuss treatments and products with clients. Use a magnifying lamp or visor. Perform facials to cleanse pores and improve skin tone. Apply chemical peels to reduce fine lines and age spots. Perform simple extractions to remove blackheads. Remove unwanted facial hair using depilatory wax. & eyebrows.
- Instruct customers on skin care and makeup techniques.
- Sterilize equipment and clean work area.
- Massage the face. Select and apply cosmetic products such as creams, lotions, and tonics.
- Drug Problems and Issues.
- Socio Economic Research & Drug Abuses
- Research Methodology. Epidemiology,
- Public Health Nutrition. Social Psychology. .
- Environmental Health and Hygiene

Education and Qualifications:

2012

Body Exercise,

Yoga

Meditation

Ultra Sound machine Therapy.

2006 Medical Research Centre ,Kolkata ,India.

Diploma in Physiotherapy

Beauty and Skin care

Cereagem Therapy

Psycho Therapist

Carer Counseling

Physiotherapy.

Theory:

Skin, Dermatology, Anatomy, Physiology of human body, nail, Nail Diseases, hair, anatomy principle of First Aid, nutrition & diet, Business organization, plastic surgery, exercise, cells, bacteriology, cellulites, heat treatments,

Basic Make -Up Advance, Professional, Corrective Make Up Pedicure, Manicure, Self Grooming etc.

Practical:

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2008 Ashwood University

MPH (Master in Public Health) obtained 3.8 GPA

Preventive Health Care.Nutrition, Health Policy , Health Management,

Health Finance, Communicable Diseases ,Health Educationand Research

Product Training:

February 2012 **Yoga Therapy**

Panic Healing Foundation. Philippines

February 2012 **Massage Cream, Oil, Physiotherapy Instrument, Body Therapy Instrument, Galvenic Machine, Gray 5 Machine Vacum Mechine.**

CLLARA International Beauty Groups ,Malaysia,India.

Vocational Qualifications

Diploma in Public Health
Institute of Public Health Administration in Chennai

Only I need Advance Laser training. If company demands that I need more training for Beauty and fitness then I will accept.

Hobbies and Interests

Social Work, Net working Listening Music, Song & Internet Browsing. New innovation and research.

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