

Curriculum Vitae

Female

D.O.B. 08 July 1986

Number of years working in industry:

6 years 3 months



Candidate ID Number: 14398

Nationality: Russian

Language Skills:

Fluent: English, Russian

Basic: French

Permitted to work in: Russia

Position Sought: Massage Therapist, Receptionist

Personal Statement

Friendly and outgoing personality;

Relate well with multicultural people;

Reliable and trustworthy person;

Good communicational and interpersonal skills;

Positive attitude;

Seeking work in international locations and cruise ships

Employment History:

October 2016 - March 2017 - Receptionist at (most recent employer hidden for confidentiality) Maldives, Maldives, (5 Star Hotel Spa)

Duties included:

Providing quotes for the room rates and other hotel services; Coordinating the front desk and housekeeping departments and ensuring proper cleanliness of the rooms and premises; Verifying the correct charges and credits to the corresponding guest folio and collecting the payments; maintaining the reports of all the cash and cash equivalents at the beginning and end of each work shift; Coordinating the different departments such as the accounts, management, kitchen, and housekeeping;

April 2016 - September 2016 - Receptionist at Hotel Grand Swiss, Masif, Kurdistan, Iraq, (5 Star Hotel Spa)

Duties included:

Greeting the guests; Making bookings of the hotel rooms and meeting rooms; Making check-in and check-out of the guests; Making payments;

April 2015 - February 2016 - Receptionist at Divan Hotel, Erbil, Kurdistan, (5 Star Hotel Spa)

Duties included:

Welcoming and checking guests registration at the reception; Making treatments bookings; Selling fitness memberships; Making reports on a daily basis; Checking the cleanliness of the spa areas and controlling attendants

work;

September 2014 - February 2015 - Butler/Guest Services Officer at Ayada Resort, Maldives, Maldives, (5 Star Hotel Spa)

Duties included:

Meeting and recognizing guests upon arrival, escorting them to reception, collecting the passports and credit cards for making pre-authorization, escorting guests to their villas, explaining the facilities of the villas, doing registration of guests; Doing room moves; Filling in the reports daily; Taking care of guests during their whole stay in the hotel; Delivering departure and special promotions letters to the guests; Escorting guests to the jetty for departure;

Career Break - Job hunting

December 2013 - March 2014 - Spa Consultant at Four Seasons Landaa Giravaaru Hotel, Republic of Maldives, Maldives, (5 Star Hotel Spa)

Duties included:

Welcoming guests; Making and serving tea; Making bookings on the phone, by e-mail and at the reception; making boutique sales (jewellery; ayurvedic supplements; face, body and hair products; crystals, clothes, books etc.), Making reports on a daily basis;

November 2012 - November 2013 - Translator/ Guest relations officer at Carnoustie Ayurveda and Wellness Resort , Mararikulam, India , India, (5 Star Hotel Spa)

Duties included:

Translating Ayurvedic doctor consultations, yoga sessions, meditations, cooking lessons, reservations requests, astrologer consultations; Booking and guiding excursions; Solving guests problems and difficulties; Coordinating spa treatments timings

Career Break - Job hunting

December 2010 - January 2012 - Receptionist at Habtoor Grand Resort And Spa Hotel, Dubai, UAE - United Arab Emirates, (5 Star Hotel Spa)

Duties included:

Welcoming guests; Responsible for opening the spa as the standard operating procedures; Providing detail descriptions of spa packages, treatments, discounts, services, promotions and features of facilities; Coordinating reception area duties and guest requests, programs and treatment schedules, guest payments, tennis, squash and fitness classes; Cashiering; Responsible for scheduling new appointments and answering all calls that come into spa; making reports; Ensuring that all relevant spa staff receive print outs of their daily schedules;

Products worked with:

Thalgo

Career Break - I had family problems (mother's operation), after her recovery I started searching for a new job.

April 2010 - October 2010 - Call-center operator at Amwaj Rotana Hotel, Dubai, UAE - United Arab Emirates, (5 Star Hotel Spa)

Duties included:

Receiving internal and external calls; making guest wake up calls; dealing with complaints and taking measures accordingly; copying, scanning documents; sending, receiving faxes;

Career Break - Job hunting

August 2008 - December 2009 - Secretary at Huawei Technologies, Moscow, Russia, (Product Company)

Duties included:

Checking and acknowledging finance reports; monthly ordering stationary; monthly preparing attendance lists; sending, receiving faxes; making application for cars; booking tickets; booking meeting rooms, copying, scanning documents; applying for visas;

Career Break - University graduation, diploma writing, final examinations passing

Education and Qualifications:

2017

2017 ITM massage school, Ong massage school, Chiang Mai, Thailand

Thai massage, aromatherapy, herbal compress massage, thai therapy massage, facial and body treatments;

2009 Moscow State Open University

University Diploma/Linguist Interpreter

Product Training:

May 2017

ITM massage School, Ong massage school, Chiang Mai, Thailand

Thai massage, aroma oil massage, thai therapy massage, herbal compress massage, facial and body treatments;

Vocational Qualifications

Graduated Musical Colleage of Arts in Tambov town (Russia)

Hobbies and Interests

Reading, yoga, cinema

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