

# Curriculum Vitae

**Female**

**D.O.B. 12 December 1979**

**Number of years working in industry: 5 years 10 months**

**Candidate ID Number:** 145129

**Nationality:** Indian

**Language Skills:**

Fluent: English, Hindi, Punjabi

**Permitted to work in:** India

**Position Sought:** Regional Senior Manager, Spa Director, Spa Manager, Salon Manager, Area Sales Representative, Membership Sales Professional

## Personal Statement

Seeking work in national and international locations

## Employment History:

**April 2014 - February 2020 - General manager** at (most recent employer hidden for confidentiality) Gurgaon, India, India, (Day Spa)

### Duties included:

- Identify need and advocate for additional resources or interventions for staff
- Involved in management strategies for growth potential
- Established open door policy, improving communication and trust with staff and stakeholders
- Oversee administrative functions to ensure all paperwork was processed efficiently
- Meet with partners in a professional capacity to present information gathered in an effort to improve sales and elevate performance
- Trained staff, emphasizing the importance of time management, planning and humbleness
- Co-creating promotional events along with stakeholders and improve with feedback
- Designing and drafting advertisements for organization growth
- counselled clients about various services and converted each walkin client to package or for a service
- sold many retail products.

## Products worked with:

Dermalogica usa, h20 plus, kerastase, label m, moroccan oil, and many more

## Education and Qualifications:

### 2015 Trained in house

Certificate of attendance by dermalogica usa

Managed salon plus spa. As general manager. I have great experience in handling branch, counsel clients, sell products and service packages. I also looked after upkeep and hygiene of salon and spa. And I have fair knowledge about various massages and facial treatments and body treatments. Including slimming, botox laser etc

### 2015 Calorx teachers university

Bachelors in arts

## **Product Training:**

<b>August 2017</b>	<b>Product Knowledge,Great Skin With Face Mapping Skin Analysis,The Dermalogica Skin Treatment) (Theory + Practical. Also for many other international brands related to skin hair and body treatments</b> On job training by professional trainers from international brands Skin hair and body treatments
<b>August 2017</b>	<b>Dermalogica usa</b> Lamour spalon Product Knowledge,Great Skin With Face Mapping Skin Analysis,The Dermalogica Skin Treatment) (Theory + Practical

## **Hobbies and Interests**

Yoga, weight training, walking. Reading, cooking

CV created at [www.spastaff.com](http://www.spastaff.com)

