

Curriculum Vitae

Female

D.O.B. 24 July 1956

Number of years working in industry: 11 years 6 months

Candidate ID Number: 14653

Nationality: Kenyan

Language Skills:

Fluent: English, Kiswahili

Permitted to work in: Kenya

Position Sought: Spa Manager, Salon Manager, Spa Co-ordinator, Assistant Manager, Head Therapist, Senior Therapist, Massage Therapist

Personal Statement

I am Multi-talented, Mature, Experienced, Hard-working, Honest and Dependable. I have Financial background, having worked in a Bank for 17 years before setting up a Hair & Beauty Salon. I am also qualified in Catering. I have Management and Supervisory skills and I am sociable.

My Country, Kenya, is a Tourist Destination and Nairobi is an International City. I have had an opportunity of meeting many Clients from all Continents of the World. I am a kind and caring person, friendly and respectable. I am well experienced in Customer Relations and how to handle difficult clients. I am very energetic and passionate in my work and I feel I need a change and a challenge. I am eager to learn new things and to work in a different environment and I really look forward to hearing from you. I have Problem-solving and Negotiation skills, Communication and Motivational skills. I have Integrity, Flexibility, Creativity, Attention to details, Self-Confident and a Team Player. I am a good Communicator and have an excellent command of English. I hope you will give me a chance to work for you.

Seeking work in international locations and cruise ships

Employment History:

April 1995 - August 2006 - Salon Manager at (most recent employer hidden for confidentiality) Nairobi, Kenya, (High Street Salon)

Duties included:

Management, Budgeting, Marketing & Advertising, Operations.

I Personally give clients treatments, Massage, Manicures and Pedicures, Facials, Threading, Haircuts, Perms and Colour.

Career Break - Home/ Mobile

April 1978 - April 1995 - Bank Employee at Bank Of Baroda, Nairobi, Kenya, (Product Company)

Duties included:

Bank-Teller, Bankers Cheques, Drafts, Current Accounts, Loans and Overdrafts, Staff Loans and Welfare, Foreign Business and Reconciliation of Accounts, Staff Leave and Allowances, Standing Orders and Credit Clearing.

January 1977 - March 1978 - High School Teacher at Teachers Service Commission Of Kenya, Meru County, Kenya, (5 Star Hotel Spa)

Duties included:

As above.

Products worked with:

I taught History, English Language, Literature In English and Geography.

Education and Qualifications:**2013****1993 La Belle International School Of Hair-Design and Beauty Therapy.**

Diploma

Beauty Therapy.

Swedish Massage, Head Massage, Manicure, Pedicure, Threading, Waxing, Bleaching, Nutrition, Slimming, Facials, Beauty-Care, Make-up.

1976 Machakos Girls High School

EAACE A- Levels and I passed with 2 Principal passes in History and Literature in English and Two Subsidiary passes in Geography and General Paper.

1974 Chogoria Girls High School

EACE/ O-Levels DIVISION 2

Product Training:**December 2012 Law 1,Elements Of Banking,Office Practice,Banking Operations,Foreign Business,Baking Technology,Food Processing.**

Universal College - Banking Nairobi College Of Baking and Confectionery Technology(NCBCT)

I have used various products but the training I got from reading books and Beauty Magazines since we have to get the training abroad.

Vocational Qualifications

IT skills, Food Processing, Cake Making, Bread, pastryPies, Pizza, snacks making, Cooking.

Hobbies and Interests

Cooking, Baking, Gardening, Travelling, Photography.

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