

# Curriculum Vitae

**Female**

**D.O.B. 10 July 1975**

**Number of years working in industry: 4 years 11 months**

**Candidate ID Number:** 156498

**Nationality:** Filipino

**Language Skills:**

Good: English

Basic: Spanish, Arabic

**Permitted to work in:** Philippines, UAE - United Arab Emirates

**Position Sought:** Assistant Manager, Receptionist, Area Sales Representative, Membership Sales Professional

## **Personal Statement**

Im an easy learner, willing to assist others, a humble person and i love my job. Im a trusted person a trustworthy employee.

Seeking work in international locations and cruise ships

## **Employment History:**

**March 2021 - Present - Receptionist** at (most recent employer hidden for confidentiality) Abu Dhabi UAE, UAE - United Arab Emirates, ( Hotel Spa)

### **Duties included:**

Working 13 to 14 hours a day. Entertain or welcoming a guest/costumers, answering calls and messages through mobile's.. scheduling bookings. Solving problems, good communication.. respect the privacy of our customers and colleagues. Write down the details and sales of the service and spa. Check out the stocks and list down what is available and need for ordering. Check the cleanliness and proper hygiene.

### **Products worked with:**

Spa massage center

## **Education and Qualifications:**

### **2015 Baguio city phils**

Baguio National high school

Security guards

Waitressing staff

caregiver spa reception

## **Product Training:**

**March 2021**

**For all spa massage products**

Same my workplace i was trained by my colleague. Aisha

Morocan baths and massage

swedish massage

thai massage

filipino massage

deep tissue massage

## **Vocational Qualifications**

Encoding of sales reports

first aid

security guards

## **Hobbies and Interests**

Dance

singing

reading

cooking

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

