

Curriculum Vitae

Female

D.O.B. 27 May 1985

Number of years working in industry:

10 years 10 months



Candidate ID Number: 170240

Nationality: Indian

Language Skills:

Fluent: Hindi, Gujarati

Good: English

Basic: Malyalam

Permitted to work in: India

Position Sought: Spa Consultant, Spa Co-ordinator, Assistant Manager, Head Therapist, Treatment Manager / Spa Trainer, Senior Therapist, Skin Clinic Therapist, Massage Therapist, Holistic Therapist, Complementary Practitioner, Complementary Therapist, Ayurveda massage therapists

Personal Statement

Passionate towards my work

Seeking work in national and international locations and cruise ships

Employment History:

March 2024 - Present - Spa Co-ordinator at (most recent employer hidden for confidentiality) Pune, India, (High Street Salon)

Duties included:

Sanitisation Protocol's

Important of communication

Technical aspects

Inform client about product qualities

Track clients data

Open up for feedback

Products worked with:

Ginger root essential oil

Lavender essential oil

Triphala

Fitkari

Almonds oil

Alovera gel

Safron

Coconut oil

Olive oil

Brahmi powder

Raasnadi choornam

Honey

Triphala choornam

Kshirbala tailam

Asofatida powder

Tulsi leaf

June 2023 - January 2024 - Supervisor at Om sai latest creation , Kosad, India, (Product Company)

Duties included:

As supervisor manage department humans resources

Manage day to day activities

Identify urgency and gives direction towards

Preparation of daily activity reports

Follows company's guidelines

Bonding between workers and management

Products worked with:

Gain knowledge of checking department and how to identify lot shot , damage pcs.

Gain knowledge of dhaga cutting and crafting skills.

April 2012 - August 2012 - Computer operator cum account assistant at Colours trends textiles manufacturing , Sachin , India, (Product Company)

Duties included:

Understanding of management requirements

Helpful to management for improving manually operated system to Computerised systems

Products worked with:

Stay updated with government policies and tax slabs

Career Break - Personal

April 2009 - April 2012 - Computer operator cum account assistant at Pansari creation textiles industry , Surat, India, (Product Company)

Duties included:

Prepare Quotation in ms Excel

Prepare e way bill

Prepare sale's bill

Dispatch outward goods entry in system

Keep recording inward goods entry

Preparation of reports (outstanding payment)

Stock taking

Labeling

Email daily reports

Products worked with:

Gain knowledge of textiles softwares

Aware of textiles industrial process

Stay aware of Current government policies and strategy regarding account field

Being aware of government Tax slabs

August 2007 - August 2008 - Computer operator cum account assistant at Tejpal motors, tata's Authorised Dealer , Unn gam, India, (Product Company)

Duties included:

Prepare Quotation

Preparation of bill

Vendor purchase input in system

Tally vendor bills

Working on MS Office

Email daily activity report

Products worked with:

Prepare Quotation

Prepare bill

Vendor purchase input in system

Tally vendor bills

Working on Ms office

Email daily activity report

Career Break - Training - industry-related

January 2006 - August 2007 - Computer operator at D'lords franchise of Coutons gallery,Charlie's outlook and John player textiles industry , Navsari , India, (Product Company)

Duties included:

Stock taking

Vendor purchase input

Sales billing (cash, credit card)

Daily to do responsibility

Daily activity report

Vendor bill payment

Products worked with:

Computer operator

Billing Software operator

System operator

Identify market tranding

April 2004 - October 2005 - Assistant nursing at Anand hospital , Navsari , India, (Hospital / Medical Clinic)

Duties included:

Sanitisation Protocol's

Important of Communication

Technical Aspects

Inform client about product Qualities

Track clients data

Feed backs

Products worked with:

All hospital utilised instruments

Operative instruments

Operative injections medicine

Oral medicine

External use medicine

Regarding treatment necessary equipment

Career Break - Training - industry-related

Education and Qualifications:

2024

2004 Veer Narmad South Gujarat University, Gujarat, India

Recently I completed my Diploma in Ayurveda & Panchkarma with DISTINCTION,

CURRENTLY I ENROLLED IN 11Accrediate certification program on UDAMY Educational site

2004 Veer Narmad South Gujarat University, Gujarat, India

First year bachelor of commerce with 50%

Product Training:

August 2024 Ayurveda Panchkarma techniques, kalary foot massage and Hijama cupping therapy

Sr.Jude Joseph founder of Ispaa Academy, Kerala, India

Holistic approach of Indian culture

Panchkarma techniques and Massage Direction with brief anatomy

Aryans traditional Kalary foot massage

Hijama cupping therapy

Vocational Qualifications

Nursing assistant (hospital & Homebase care)

Medical massages

Mom & new born care massages (hospital & home base care)

ADHD child care(diagnosis, good observation and took remedial care as per doctor advised)

Nursing attendance (post operative care)

IT skill AI & Chat GPT Computer operator (Microsoft office, email, net surfing)

Meditation yoga

Beauty remedies (facial, fitness regarding home made remedies)

Zumba fitness Dance

Hobbies and Interests

Dancing

Learning new things & skills

Interest in stories and historical stories

Reading

Yoga

Accurering New Skills

Take Mission and Research on that's

Find Connection between different objects or things

Music is the best way to Recharge self

CV created at www.spastaff.com

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