

Curriculum Vitae

Female

D.O.B. 07 November 1987

Number of years working in industry:

12 years 3 months



Candidate ID Number: 18975

Nationality: British

Language Skills:

Fluent: English

Basic: gujarati

Permitted to work in: UK - United Kingdom

Position Sought: Spa Co-ordinator, Massage Therapist

Personal Statement

- Working daily with various nationalities has required outstanding written and spoken communication skills, on many different levels.
- I have a high level of self-confidence and self-motivation that comes from working in teams and individually both through work and studying.
- Ability to work under pressure whilst maintaining a high standard.
- Confident and competent user of MS Office including Word, Excel, PowerPoint and Publisher.
- Being a cashier and receptionist has meant handling large sums of cash and dealing with parent queries and complaints which often require a cool and calm approach.

Seeking to work in the UK

Employment History:

November 2011 - Present - Senior Customer Advisor at (most recent employer hidden for confidentiality) london, UK - United Kingdom, (Product Company)

Duties included:

A key role in supporting the Branch Manager which includes: dealing with all forms of correspondence and maintaining accurate records of all action taken for audits.

- Good understanding of workable archival systems.
- Finding the needs of the customer so that we are saving them money.
- Meeting individual and team targets to receive incentives.
- Handling large sums of cash.
- Dealing with customers on a face to face basis as well as on the phone.

February 2012 - April 2012 - Massage Therapist at Rachel Francis, islington, UK - United Kingdom, (Health Club)

Duties included:

- A two month trial period where I carried out pregnancy massage.
- Taking into consideration all contraindications.
- Client feedback suggested that they found the treatment extremely beneficial.

Education and Qualifications:

2012 Jing Massage Institute

Certificate

Pregnancy Massage

2011 Bodyology

Diploma

Holistic Massage Therapist

2010 Brunel University

Bachelor of Science

Psychology Degree 2:1

2007 Copthall School

A-Level Mathematics (B)

A-Level Psychology (C)

A-Level Biology (D)

2004 Whitefield School

9 GCSE's including:

GCSE Mathematics (B)

GCSE English Language (B)

GCSE English Literature (C)

Double Science (B)

GNVQ: Information Technology (Merit)

Vocational Qualifications

First Aid

Hobbies and Interests

- I am very interested in Complimentary Therapies which stems from my qualification in massage therapy.

Dance:

- Achieved foundation grades in ballet, tap and modern as well as contemporary dance, enabling me to appear in amateur West End productions.
- Individually choreographed dance performances for my cultural community for audiences up to one thousand people.

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