

# Curriculum Vitae

**Female**

**D.O.B. 11 July 1992**

**Number of years working in industry: 12 years 1 month**

**Candidate ID Number:** 19956

**Nationality:** Zimbabwean

**Language Skills:**

Fluent: English

**Permitted to work in:** UK - United Kingdom, Zimbabwe

**Position Sought:** Massage Therapist, Holistic Therapist, Complementary Therapist

## Personal Statement

- An eloquent , adaptable and quality conscious team player, that is hard working and has the ability to take the initiative. Customer service and care are of great importance as well as empathy.
- I believe my honest and professional approach as well as many other qualities make me a valuable asset as I shed a positive light on the organization I will be working with.

Seeking to work in the UK

## Employment History:

**October 2010 - Present - Receptionist** at (most recent employer hidden for confidentiality) london, UK - United Kingdom, (Product Company)

### Duties included:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications: Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills, Supply Management, High level of customer service, Customer Care

**September 2014 - Present - Holistic Therapist** at Ginsen, Kings Road,Chelsea, UK - United Kingdom, (Home/Mobile)

### Duties included:

Responsible for deep tissue massages

Answering telephone

Taking appointments

Maintenance of massage area

Having a high level of customer service

**September 2014 - September 2014 - Massage Therapist** at Ginsen Clinic, Kensington and Chelsea, UK - United Kingdom, (High Street Store)

**Duties included:**

Responsible for the upkeep of treatment rooms

Deep tissue massage

**May 2014 - June 2014 - Massage Therapist** at Lush, Kingston, UK - United Kingdom, (Day Spa)

**Duties included:**

Responsible for all massages/treatments (deep tissue etc)

Maintenance of massage area

Stock taking

**Education and Qualifications:**

**2014 The School of Natural Health Sciences**

Diploma

Holistic Massage Therapy

**2010 Palmer's College**

BTEC National Diploma in Health and Social Care

**2008 The Grays School**

GCSE

English/English Literature :- C

Maths:- C

Science (Physics and Chemistry):- C

Science (Biology) :- B

Art :- A

**Vocational Qualifications**

First Aid

Good IT Skills

Deep tissue massage

Tuning Forks

Reflexology

Head Massage

Ear Candling

Hot and Cold stone Therapy

**Hobbies and Interests**

- Meditation
- Yoga
- Dance
- Trekking
- Swimming
- Reading
- Literature
- Site Seeing
- Travelling
- History
- Science

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