

Curriculum Vitae

Female

D.O.B. 30 September 1980

Number of years working in industry:

16 years 6 months



Candidate ID Number: 65446

Nationality: Filipino

Language Skills:

Fluent: Tagalog

Good: English

Permitted to work in: Sweden, Switzerland, South Korea, Poland, Norway, New Zealand, Netherlands, Japan, Italy, Ireland, Greece, Germany, France, Finland, Denmark, Croatia, Canada, Australia, UK - United Kingdom

Position Sought: Spa Co-ordinator, Assistant Manager, Receptionist, Area Sales Representative, Retail Professional

Personal Statement

- Self motivated
- Customer services oriented
- Multiple tasking
- Documentation oriented

Seeking work in international locations

Employment History:

April 2017 - Present - Receptionist at (most recent employer hidden for confidentiality) Dubai, UAE - United Arab Emirates, (High Street Salon)

Duties included:

Duties And Responsibilities:

- 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 telecommunication system by following manufacturer's instructions for houseQshows, in line with company policy
- Keep up to date with current promotions and pricing, to provide information to guests, on request, while maximizing sales opportunities
- Fulfill all reasonable requests from guests to ensure their comfort, satisfaction and safety
- Report any maintenance issues immediately to line manager, including all furniture, fittings and equipment
- Always adhere to all company policies and procedures and licensing laws
- Be involved and contribute at team meetings
- Carry out instructions given by the management team and head office

Products worked with:

Loreal, Essie, Orly, gelish, davines Zoya, q-tica pevonia etc...

January 2015 - August 2016 - Receptionist at EN VOUGUE BEAUTY CENTER, DUBAI, UAE - United Arab Emirates, (High Street Salon)

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 telecommunication system by following manufacturer's instructions for houseQshows, in line with company policy
- Keep up to date with current promotions and pricing, to provide information to guests, on request, while maximizing sales opportunities
- Fulfill all reasonable requests from guests to ensure their comfort, satisfaction and safety
- Report any maintenance issues immediately to line manager, including all furniture, fittings and equipment
- Always adhere to all company policies and procedures and licensing laws
- Be involved and contribute at team meetings
- Carry out instructions given by the management team and head office

Products worked with:

loreal, swrakopf, essie polish, vynalux polish,

August 2013 - January 2015 - Receptionist at EMPIRE SALON, Makati city, Philippines, (5 Star Hotel Spa)

Duties included:

- Welcomes visitors
- Making appointments
- Responsible for all front desk task

Products worked with:

Loreal, Essie, wella, davines, bedhead, Orly polish

March 2011 - March 2013 - Receptionist at Tony and guy philippines, Makati city, Philippines, (High Street Salon)

Duties included:

- All front desk stuff
- Appointments
- Greetings
- Encoding
- Inventory
- Staff schedules
- Reports

Products worked with:

Loreal, Essie polish, Orly polish, wella, davines, swarzkopf, bedhead, opi polish.

July 2010 - February 2011 - Salon Manager at Vivere Salon, Manila, Philippines, (High Street Salon)

Duties included:

- Responsible for all salon operations

Products worked with:

Wella, loreal, davines, opi polish

May 2008 - June 2010 - Salon Manager at Ystilo Salon, Manila and Quezon City, Philippines, (High Street Salon)

Duties included:

- All salon operations

Products worked with:

Loreal, Essie, Orly, opi, wella, swarzkopf, davines

Education and Qualifications:

2012 Trained in house Loreal academy philippines

Diploma

Spa and salon management

1999 Loreal academy and trained in house

Diploma sa

Management

Secretarial

Filling

Documentation

1999 Union Christian college

College graduate

1997 National teachers college

Product Training:

November 2019 Loreal, wella

Loreal academy philippines makati

Wella office training center makati

More on product knowledge and basic application and mixing

November 2014 Loreal, wella

Loreal academy philippines

Wella philippines

Guinot products knoedge only no proper trainings

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