

# **Curriculum Vitae**

**Male**

**D.O.B. 06 February 1970**

**Number of years working in industry:**

**23 years 7 months**



**Candidate ID Number:** 69288

**Nationality:** Indian

**Language Skills:**

Fluent: Hindi, Malayalam

Good: English

**Permitted to work in:** India

**Position Sought:** Spa Manager, Spa Co-ordinator, Head Therapist, Senior Therapist, Massage Therapist, Holistic Therapist, Receptionist

## **Personal Statement**

Sincere and hardworking with good interpersonal skills

## **Employment History:**

**October 2021 - Present - Spa Manager** at (most recent employer hidden for confidentiality) Kerala, India, (Day Spa)

### **Duties included:**

Manage and coordinate work activities in the Spa, ensuring quality of service deliver to guest, monitor and review Spa employee's performance regularly and provide required guidance, create weekly work schedules, ensure all areas of the Spa are kept clean and well maintained at all times, update business and marketing plans, monitor revenue, recording daily cash flow, carrying out regular inventory and stock control, keeping records, hiring, training and supervision of staff.

### **Products worked with:**

n/a

**Career Break** - Worked in different field in Abu Dhabi, UAE

**October 2020 - August 2021** - at Allora Spa, Dubai, India, (Day Spa)

### **Duties included:**

Manage and coordinate work activities in the Spa, ensuring quality of service deliver to guest, monitor and review Spa employee's performance regularly and provide required guidance, create weekly work schedules, ensure all areas of the Spa are kept clean and well maintained at all times, update business and marketing plans, monitor revenue, recording daily cash flow, carrying out regular inventory and stock control, keeping records, hiring, training and supervision of staff.

### **Products worked with:**

n/a

**July 2019 - September 2020 - Taxi Driver** at Cars Taxi, Abu Dhabi, India, (Home/Mobile)

**Duties included:**

Pick up passengers from a location and drop them to their destination safely.

**Products worked with:**

n/a

**October 2015 - May 2019 - Spa Manager** at Cola Beach Resort, Goa, India, (Day Spa)

**Duties included:**

Inform staff of job responsibilities, client service standards, corporate policies and guidelines. respond to customer inquiries or complaints, ensure Health and Safety, Hygiene and Cleanliness, implement marketing strategies; promote and sell spa programs to groups, maintaining stock inventories.

**Products worked with:**

n/a

**Career Break - Training - industry-related**

**August 2014 - October 2015 - Receptionist** at Country Inn & Suits, Mumbai, India, (5 Star Hotel Spa)

**Duties included:**

Reserve Spa treatments and services, implement and monitor up-selling strategies to maximise spa revenue, generating financial statements, promote business through print or online advertisements. recruit and train Spa employees in accordance with hotels SOP and guidelines.

**Products worked with:**

n/a

**October 2013 - June 2014 - Application Specialist** at EFI, Bangalore, India, (Product Company)

**Duties included:**

Colour Management for Ceramic tile printing, EFI Fiery ProServer software installations and updates on sites for digital printing on ceramic tiles, Calibration and Profiling of Epson Large Format Digital Printing Machines and other digital imaging devices, troubleshooting, technical support, customer training for the software, and also supporting the sales team.

**Products worked with:**

n/a

**August 2012 - September 2013 - Spa Manager/Spa Trainer** at Amvi Spa/Isthaa, Manipal, India, (Day Spa)

**Duties included:**

Manage daily activities, Standard Operating Procedures; give training to the students for all types of massages and basic administrative functions in spa operations.

**Products worked with:**

n/a

**February 2010 - July 2011 - Front Office Assistant** at Rajkiran Resort, Pune, India, ( Hotel Spa)

**Duties included:**

Manage room inventory, monitor room type availability, control and co ordinate full house activities, handling guest complaints.

**Products worked with:**

n/a

**March 2006 - November 2009 - Data Entry/Reprographic Operator** at Williams Lea, London, UK - United Kingdom, (Product Company)

**Duties included:**

Online job managing, handling workstations, quality checking, data entry, scanning and digital printing.

**Products worked with:**

n/a

**July 2005 - March 2006 - Retail Professional** at Superdrug Health & Beauty Retail Store, London, UK - United Kingdom, (Product Company)

**Duties included:**

Assisting customers to find the goods they are looking for, giving information on products and prices. Price, stack and display items for sale in an attractive way, processing cash and card payments, participate in stocktaking.

**Products worked with:**

n/a

**March 2001 - January 2004 - Scanner/Mac Operator** at Al Raja, Al Khobar, Saudi Arabia, (Product Company)

**Duties included:**

Responsible for designing, scanning, photo retouching, colour correction, image editing, page drafting, colour separation, assessing the performance of image setters, plate setters and ink-jet proof printers.

**Products worked with:**

n/a

**August 1998 - August 2000 - Computer Operator** at Security Printing Press, Muscat, Oman, (Product Company)

**Duties included:**

Accountable for designing, scanning, image editing, digital printing and colour separation for passports, cheque books, etc.

**Products worked with:**

n/a

**Education and Qualifications:****2022**

Printing Technology

**2012 Isthaa; International Spa Therapy & Ayurveda Academy, Bangalore, India.**

Diploma Spa Management & Holistic Spa Therapy

**2006 London College of Communication, London, UK.**

Post Graduate Diploma Spa Management, International Spa Therapies, Ayurveda Massages, Foot Reflexology.

**1995 Institute of Printing Technology & Government Polytechnic College, Shoranur, Kerala, India.**

Diploma Digital Colour Imaging

**1986 Railway Higher Secondary School**

Secondary School Leaving Certificate

**Vocational Qualifications**

Microsoft Office, Adobe Print Design Applications. UAE and Indian Light Motor Vehicle Driving Licences

**Hobbies and Interests**

Listening to Music, Dancing, Watching and playing Foot Ball, Watching Sports.

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

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