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**OBJECTIVE**

 To secure a responsible career opportunity, where I can fully utilize my trainings, educational background, experiences, administrative skills, and ability to work well with other people while making a significant contribution to the success of the institution.

**WORK EXPERIENCE**

* **Nail Lounge Salon LLC , ( February 2014- February 5, 2016)**

**Position: In- charge/ Branch Supervisor**

**Job description:**

* Administer everyday operations for all sales activities.
* Managing staffs and ensuring services are provided to the highest possible standard.
  + Good Customer service deal with Clients inquiries and resolve customer issues.
* Answering Phone calls and Book Service Appointment.
* Manage all work according to branch policies and procedures.
* Staff scheduling. Supervise efficient working of staffs and maintain smooth work flow.
* Processing salon Treatment/ service payment.
* Fulfill administrative task- daily monitoring of service reports vs. job card receipts, trading summary vs. daily cash/ card sales, staff sales breakdown monitoring and Branch expenses breakdown/ liquidation. Prepare all these reports to be submitted to management on monthly basis.
* Assist in keeping salon clean and tidy
* **Belo Medical Group**, (The Podium Branch 2009-2012) (The Fort Branch 2012- 2014)

(From January 2009 to January 2014)

**Position:** Aesthetician/ Skin and Body therapist

**Job description:** Primarily responsible for carrying out various dermatological services such as facials, massages and body treatments to patients through an excellent service experiences.

-Analyzes Skin and Performs facial & facial cleaning (removing comedones (whiteheads/blackhead), pimples/ Acne etc.

-Pimple injection

-Microdermabrasion and Chemical Peels (Face and Body)

-Oxygen facial Treatment.

-Skin/Body whitening treatments w/ the use of Different machines and Body Scrubs

-Facial and Neck massages

-Body slimming and tightening machines (RF- radiofrequency machines)

-Assisting Doctors in Laser treatments (laser hair removal/skin rejuvenation (wrinkle reduction) laser/warts removal) and administering IV skin whitening (Glutathione and Vit. C)

-Good Customer Care; Instructs patient’s correct way to use the medications they were prescribed and availed.

-Answering patient’s inquiries and suggesting possible treatments and products on how to maintain good skin.

-Care calls or care texting & patients within 3 days after the treatments to follow up.

-After care of machines and work place (maintaining cleanliness and orderliness of equipment’s and room.

**SKILLS AND TRAITS**

Possesses good written and verbal communication skills (English), Computer literate (Microsoft Word, Microsoft Excel, Power Point), Eager to learn, Good patient care/ Excellent Customer Service, Motivated, Responsible, Goal-oriented, Well Presented and Professional manner.

**­­­­­­­­­­­­­­­­EDUCATIONAL ATTAINMENT**

COLLEGE Siena College Taytay, Taytay Rizal

**Bachelor of Science in Nursing (2004-2008)**

E. Rodriguez Ave. Taytay, Rizal

HIGHSCHOOL Angono Private Highschool (2000-2004)

Brgy. San Roque Angono, Rizal

ELEMENTARY Don Jose Ynares Elementary School (1993-2000)

Brgy. San Carlos Subd. Binangonan, Rizal

**EXAMINATION AND LICENSE**

Nursing Licensure Examination November 2008

License Number: 0521201

**TRAININGS ATTENDED**

November 11, 2010 Basic Life Support Training for Health Care Provider (Philippine Heart Center)

March 2014 Nimue Basic Rejuvenation Education Programme

July 2014 Nimue Advance Rejuvenation Training

November 2014 Nimue Advance Therapist Masterclass

**PERSONAL DATA**

Age: 28 years old Civil Status: Single

Birthdate: October 21, 1987

Height: 5’2”

Weight: 52 kg.