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Dear Sir/Madam ,

I am writing in response for Position of a Beautician.It’s twice as hard to attract a new

customer as it is to maintain an existing one. Unfortunately, many businesses often overlook this fact.

Delivering high-quality, responsive service is vital in service sector, and that’s exactly what I’ll

deliver when you hire me.

As my resume indicates, I have worked in Beauty sector for more than two years, so you won’t

have to go to great expense training me.

In addition, I have learned how to deal with a wide variety of people, from the pleasant customer to the irate. In every case, I assess their needs and how the bank can address them most effectively. The vast majority of my

customers have walked away content. More importantly, they have returned to do services with us again.

When I have the opportunity to meet with you, I believe you will agree that you want to use my skills and competencies on your watch. Please contact me on my telephone number I have already mentioned in my resume. I am waiting for your reply.

Thanks for your valuable time and consideration.

Sincerely,

**CAREER OBJECTIVE**

Seeking a position within a reputed organization where I can and my experience and academic qualification to become a valuable team member to learn, grow, excel, and achieve new heights in business and contribute to the success of my employer.

**PERSONAL PROFILE**

An ambitious highly motivated and energetic beautician and sales executive with excellent marketing and business development skills. Experience of managing sales and merchandising and to provide expert personal care services to clients with regard to skin, hair and mehendi not only with the application of treatments but also with advising and recommending appropriate services via client consultations. Also specialise in a specific area, such as makeup and hair design.  A result orientated professional with a proven ability to get results, generate revenue, improve service as well as reduce costs.

***Major Attributes***

 Team player with strong team work ethics

 Communication Skills

 Command in English

 Quick learner

 Problem Solving Skills

 Multi-Tasking Ability

 Customer Handling Abilities

 Negotiating Abilities

**ORGANIZATIONAL EXPERIENCE**

**Receptionist in Employment Link Pvt.Ltd *(2011– 2013)***

*Receptionist (Job Responsibilities)*

A front desk receptionist serves as the face of her employer. She is the first, and sometimes only, person whom the guests of the small business meet. Although this is an entry-level role, the receptionist needs a great deal of skill perform the many tasks. A successful receptionist must be both an excellent communicator and strong administrator. She also must comfortably interact with individuals of all professional levels.

**Responsiblities and duties**

* Serve visitors by greeting, welcoming, directing and announcing them appropriately
* Answer, screen and forward any incoming phone calls while providing basic information when needed
* Receive and sort daily mail/deliveries/couriers
* Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)
* Update appointment calendars and schedule meetings/appointments
* Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

**Rupaz** Beauty Parlor, *Kathmandu, Nepal*

*Beautician* ***(****Job Responsibilities) (****2014-2015)***

Beauticians provide a wide range of services that include the care of the hair, skin and nails. A beautician’s primary focus is on improving their client’s outward appearance and helping them to feel better about themselves in general.

**Essential Responsibilities and Duties of a Beautician**
• Communicates with clients in order to provide the requested services.
• Discusses hair, skin and nail care methods with customers.
• Washes and conditions hair prior to cutting or styling.
• Cuts and styles hair.
• Colors hair.

• Applies chemical solutions in the form of permanents and relaxers to hair as part of the styling process.
• Provides effective solutions for common issues concerning hair, scalp, nails and skin.
• Discusses various style options with clients.
• Sets appointments with clients and customers.
• Takes payments from clients and customers.
• Keeps work areas completely clean and sanitized.
• Restocks shelves and supplies.
• Keeps records of hair color and nail color used by each customer at past visits.

**TRAININGS / CERTIFICATION COURSES**

 **Diploma** course in computer from Oracle Institute Of Technology, Ktm, Nepal. (Well knowledge of **photoshop, Microsoft word and Excel**.)

 **Six** months Diploma Course in **Beautician** from Rupaz Beauty Parlor. Ktm, Nepal.

**ACADEMIC QUALIFICATION**

 2010-2014 : Bachelor in Arts (BA)

 Jaya Multiple College (Tribhuwan University)Nepal.

2008-2010 : **Higher Secondary Level (10+2)**

Jaya Multiple College (Tribhuwan University)Nepal.

 2007 : **School Leaving Certificate (SLC)**

*NEPAL BOARD, Nepal*

**LANGUAGE PROFICIENCY**

**Language Reading Written Spoken**

|  |  |  |  |
| --- | --- | --- | --- |
| English | Good | Good | Good |
| Nepali | Good | Good | Good |
| Hindi | Good | Moderate | Moderate |

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**PERSONAL DETAILS**

Date of Birth : Sept 18 1990

Marital Status : Married