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*Jenielyne*

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CAREER OBJECTIVE:

To secure a position where my existing skills in the areas of administration and customer service can be utilized by a progressive and innovative company.

PERSONAL INFORMATION

Date of Birth :November 23,1979

Birthplace :Manila, Philippines

Civil Status: Single

Nationality: Filipino

Language Spoken :Tagalog and English

Religion :Catholic

References

Available upon request

I hereby attest that all information given above is correct and true.

WORK EXPERIENCE:

Date: September 10,2015 up to present

Cashier/Receptionist

Nail Style Beauty Center

Khalifa St.Abu Dhabi

UAE

¬ Provide effective leadership: a demonstrated ability to lead people and get results through teamwork

¬ Communicate and handle client concerns with service satisfaction

¬ Arranging appointment and clients request

¬ Responsible for typing memos, reports and other correspondence.

¬ Receiving payments in terms of cash and credit cards

¬ Effective communication and interpersonal capabilities.

¬ Adaptability and ability to work under pressure

January 2010 – January 2015

Cashier/Receptionist

Tips & Toes Luxury Day Spa

Al Khaleej Al Arabi, Abu Dhabi

United Arab of Emirates

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