**RAYCEL**

**DEIRA, DUBAI UAE**

**C/o- +971505891826**

**E- mail:** [**raycel.340889@2freemail.com**](mailto:raycel.340889@2freemail.com)

**SUMMARY:**

**A confident and creative Technical Staff with more than 5 years’ experience in salon operation, front office management, after sales and quality assurance.**

**PERSONAL INFO:**

**DATE OF BIRTH:June 22, 1982**

**NATIONALITY: Filipino**

**VISA: EMPLOYMENT VISA**

**EDUCATION ATTAINMENT:**

**GMATHS 1999-2000**

**Banago Elem. Sch. I 1995-1996**

**VOCATIONAL:**

**Alternative Learning System (ALS) Cosmetology / Basic Massage Therapy**

**BESTECH English Proficiency**

**TESDA Beauty Care**

**SPECIAL SKILLS:**

**Proficient in both written and oral skills of the English Language**

**Computer Literate**

**Excellent interpersonal leadership**

**WORK EXPERIENCE**

**MANAGER at MRJ GENERAL TRADING FZC, RAS AL KHAIMA UAE**

**Nov. 23, 2016 up to Present**

* **Responsible for ensuring the following are true: all employees are doing their jobs correctly, thoroughly, and on time.**
* **Expectations and goals are clear.**
* **Conflicting priorities are addressed and readjusted as needed.**
* **Objectives and goals are being met or exceeded.**

**SECRETARY at JULIE’S DOCUMENT CLEARING, DEIRA, DUBAI**

**Nov. 2015 to Aug. 2016**

* **Ensuring meetings are effectively organized and minutes.**
* **Maintaining effective records and administration.**
* **Upholding the legal requirements of governing documents, charity law, company law etc. (where relevant).**

**SALON TECHNICIAN CUM RECEPTIONIST atPINK NAILS,SHARJAH, UAE**

**Nov 2014 to 2015**

* **Welcome clients as they arrive in the salon and provide them the required information**
* **Determine clients’ needs for hair cutting and styling and suggest possible solutions**
* **Take telephone calls and respond to inquiries put forth by callers**
* **Operate the cash register, take payments for services rendered and issue change and receipts**
* **Provides skin care, nail care, and hair removal treatments**

**MANICURIST atAL NAKER AL NASEF, JEDDAH, SAUDI ARABIA**

**Mar 2010 – 2012**

* **Welcome clients as they arrive in the salon and provide them the required information**
* **Prepare the tool and ensuring it was clean and sterilized**
* **Make sure the clients are comfortable while doing the service**

**SEWING LINE LEADER at HAMLIN INDUSTRIAL CORP.**

**Jan 2003 -2008**

* **Ensures the materials are in good condition**
* **Provide all the needs of the sewing line department**
* **Visits and inspect factory to take samples of materials**
* **Keep records of inspection reports**
* **Works with production staff to sort out problems**

**RAYCEL**

SIGNATURE