# **CURRICULUM VITAE**

**Kajjal**

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➔ **WORK EXPERIENCE:**

* Have experience of 2 years as salon manager
* Presently working from last 6 month with ladies salon as a manager in karama Dubai.

➔ **JOB PROFILE**

* Maintained an updated schedule of all appointments.
* Handled any cancelations or rescheduling requests.
* Maintained an inventory of available supplies.
* Resolved guest complains or issues.
* Analysed weekly and monthly revenues and appointment bookings
* Ordered new products and supplies as needed
* Prepared monthly budget and tracked salon expenses.
* Implemented and enforced hygiene and cleanliness standards.
* Worked with marketing coordinator to sell salon products to guests.
* Interacted daily with customers to ensure an optimal level of customer satisfaction.
* Assisted with customer service including haircuts perms and shampooing.
* Worked with owner to develop marketing and promotional strategies.

➔ **PROFESSIONAL QUALIFICATION**

* Completed diploma course in salon management JAWED HABIB HAIR AND BEAUTY ACADEMY in New Delhi.
* Did special classes from WELLA.

➔ **EDUCATIONAL QUALIFICATION**

* 10+2​from CBSE​
* 10​th​​CBSE​
* Basic course in computer.

➔ **PERSONAL PROFILE**

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| ● DATE OF BIRTH | : 11/01/1995 |
| ● LANGUAGES KNOWN | : ENGLISH, HINDI, Punjabi |