**STELLA**

**STELLA.369486@2freemail.com**

CURRICULUM VITAE

**OBJECTIVE:**

To be a part of your reputable company that will help me to enhance my skills, knowledge and abilities with my initiative and perseverance.

**SPECIAL SKILLS:**

* Good communication skills
* Complaint handling
* Excellent customer service
* Computer literacy
* Knowledge in MS Office (Word & Excel)
* Efficient and good natured

**JOB EXPERIENCE:**

Y-12 SALON

1st Floor Ritz Carlton Hotel DIFC Dubai UAE

Assistant Hairstylist / Receptionist

April 30, 2014 to present

JOB DISCRIPTION:

* Greet customers arriving at the salon and provide them with the information regarding salon services
* Answer telephone calls and provide information to callers
* Receive and sort daily mail/deliveries/couriers
* Schedule appointments and make follow up calls to clients
* Shampoo and condition guest’s hair for stylist
* Maintain salon appearance and cleanliness
* Promotes and sell services and product to the guest

LUXURIA NAIL SPA

J. Bocobo St. Malate Manila Philippines

Receptionist/ Senior therapist

April 28, 2013 - April 19,2014

* Deliver a variety of spa services (body treatment, massage, facial, waxing) in a safe and comfortable manner
* Maintain equipment and sample inventory of products
* Suggest and promote retail products or additional products

MARZAN PHARMACEUTICAL

Bangkal Makati Philippines

Pharmacy Assistant/Purchaser

March 4, 2006 May 25, 2012

* Must know how to read Doctors prescription
* Doing inventory
* Take in and handle out prescription
* Sell medicine over the counter / preparing and mixing medicine

**EDUCATIONAL ATTAINMENT:**

VOCATIONAL

Honorio MC Lopez Technical Institute (TESDA)

Cosmetology (NC2 Passer)

April 27, 2013

TERTIARY

Central Colleges of the Philippines

Bachelor of Science in Business Administration

Major in Management (undergraduate)

**PERSONAL INFORMATION:**

Date of birth: Febuary21, 1984

Place of birth: Bustos ,Bulacan

Nationality: Filipino

Civil Status: Single

Language Spoken: English / Tagalog

I hereby certify that the above information are true and correct to the best of my knowledge and belief.