

Junu Basent
Al Khail Gate, Al Quoz, Dubai, UAE
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ABOUT ME

Highly motivated professional with extensive assistant teacher with 02 year experience in child-care and education facilities. Acknowledged as caring, patient, and enthusiastic educator committed to providing stimulating instruction experience.

SUMMARY OF EXPERIENCE AND SKILL

Beautician Course, Teacher Assistant, Fitness Center Receptionist, Microsoft word, Microsoft power point,

WORK EXPERIENCE AND SKILL

Receptionist, Beautician and Teacher Assistant

Abacus English Boarding School-2019-Present

- Greet all the customer
- Reach the given target on a daily basis
- Provides outstanding customer service by placing the interests of the customers first and aiming to exceed customer expectations
- Promotes and maintains positive relations with all loyal clients and new customer
- Able to report to branch as per given schedule
- Able to work in a timely manner
- Complies with all department and company policies and procedures
- Contributes to the fulfillment of department and company objectives and goals
- Performs as a team member in allocating and coordinating the workflow
- Handle's workload and customer queries with patience and empathy and not let the work pressure reflect on the way when dealing with the clients
- Maintains proper records of all transactions, cancellations, and issues computer generated receipts to the customers

RECEPTIONIST

Bowling Center Ladies Fitness Center Dubai-2015 to 2017

- Responsible for greeting visitors and clients in a warm and friendly manner
- Perform the tasks of monitoring access to the building and report any suspicious activity to the management staff
- Responsible for maintaining the health club facilities and ensuring that the resources are used efficiently
- Handle general administrative tasks like emailing and faxing written correspondence, distributing parcels and updating calendars
- Responsible for collecting feedback from members on the service and update the same to the Human Resource Manager

- Schedule appointments of the new members with the programmer and dietitian
- Handle the tasks of assisting the programmer in preparing exercise chart for club members

BEAUTICIAN

Lucky Beauty parlor-2013 to 2015

- Shampooing, cutting, styling, and coloring hair, as well as massaging and treating scalps.
- Applying makeup, performing facials, and recommending skin care therapies.
- Performing manicures and pedicures, nail art, and color recommendations.
- Performing permanent and temporary hair removal treatments, such as electrolysis, laser hair removal, and waxing.
- Suggesting guidelines on personal skin care regimes.
- Cross-selling beauty therapies and products.
- Making appointments and documenting treatments.
- Keeping your work station and tools clean and sterile.
- Stock taking.

Educational Qualification

Bachelor degree in Arts from HSEB Nepal

Personal Profile:

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| • Nationality | : Nepali |
| • Date of Birth | : 04-08-1993 |
| • Passport No | : 08627504 |
| • Marital Status | : Married |
| • Visa Status | : Husband sponsor visa, Valid up to 22/4/2024 |
| • Languages Known | : English, Hindi, Urdu, & Nepali |
| • Reference | : Available on your Request |
| • Salary Requisition | : Negotiable |

I declare all above details are true and correct in the best of my knowledge and belief and would like to appreciate if you would kindly accept this application and invite me for a personal interview at your convenience.

Thanking You,

Yours Sincerely,

Junu Basnet