

**BEATRICE NJERI MWANGI**

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**PERSONAL INFORMATIONS:**

**Sex** : **Female**  
**Nationality** : **Kenyan**  
**Language** : **English**  
**Current Location** : **UAE (United Arab Emirates)**  
**Visa Status** : **Visit Visa**

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**OBJECTIVE:**

I seek challenging opportunities where I can fully use my skills for the success of the organization.

**PERSONAL ATTRIBUTES:**

- Problem-Solving Skills
- Ability to work in harmony with co-workers
- Proficient in Microsoft office software
- Flexibility
- communication skills
- Honesty

**PROFESSIONAL EXPERIENCE:**

**Hairdresser 7th November 2017 Till February 28<sup>th</sup> 2020**

**ASHLEYS SALON – NAIROBI KENYA**

**Duties and Responsibilities**

- Advising clients on their hair care needs.
- Creating hairstyles for formal events.
- Analyzing clients' hair, facial features, and needs, determining/recommending beauty treatments.
- styling and dressing hair pieces, extensions, and wigs.
- maintaining and updating client records
- Applying chemicals settings, straightening, or curling solution.

**Customer Service {July 2013 –December 2016}**

**ASHLEYS SALON– NAIROBI KENYA**

**Duties and Responsibilities**

- Warmly greeting clients, walking them to the proper beauty station and alerting assigned beautician of their arrival.
- Booking and confirming appointments via phone and email.
- Processing transaction (cash and cards) and issuing receipts.
- Offer beverages and charts with clients who are in the waiting area.
- Welcome walk-ins, answer questions about services and schedule appointment based on availability.

**Receptionist {January 2012 – June 2013}**  
**BELLA BEAUTY PARLOUR- NAIROBI KENYA**

**Duties and Responsibilities**

- Warmly greet clients, walk them to the appropriate beauty station.
- Informs clients about new services and discounts.
- Update clients records with contact and billing details, appointment and services offered.
- Manage our call center
- Maintain a tidy reception area.
- Order business cards, brochures and stationery as needed.

**EDUCATION AND PROFESSIONAL QUALIFICATIONS:**

**Diploma in Hairdressing- Shair Hairdressing Academy.**

**Institute of commercial Management- Certificate in Hotel and Catering Supervision**

**Fountain Florich College- Certificate in Computer Application**

**HOBBIES:**

Dancing and walking

Reading and traveling

Community service

REFERENCES - Available upon request