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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **ariane 2.jpgARIANE NESS M. MAYOL**  702 Queens Gate Building, Al Rolla Street Bur Dubai, Dubai  Mobile No.: 0559568389 Email Add: mayol\_ariane@yahoo.com Status: Working Visa |  |  |  |  | | --- | --- | | **PERSONAL DATA** | | | Age: | 25 | | Date of Birth: | February 5, 1991 | | Gender: | Female | | Civil Status: | Single | | Nationality: | Filipino | | Language:  IT Proficiency: | English and Filipino  MS Word, Excel, Powerpoint, and the Internet  klipiop |  |  |  |  | | --- | --- | --- | | **WORK EXPERIENCE** | | | |  | | | |  | Position: | ***Senior Receptionist cum Sales Representative*** | | Duration: | September 18, 2013- Present | | Company: | Hairworks Beauty | | Company Industry: | Beauty/ Fitness | | Location | Spinneys Umm Suqeim, Dubai, UAE | | Job Description: | \* Deals with bookings over the phone, e-mail, letter, fax or face-to-face; \* Preparing bills and taking payments; \* Dealing with client complaints and problems; \* Dealing with queries from the public and clients; \* General administrative and clerical support;  \* Prepares quotation, invoice, purchase order and sales order;  \* Sells retail hair care products and electronics;  \* Prepares daily/monthly/yearly reports and sales; and  \* Acts as salon-in-charge when the presence of the Manager is not visible. | | Position: | ***Guidance Officer/Part-time Instructor*** | |  | Duration: | December 5, 2011 – April 30, 2013 | | Company: | STI College | | Company Industry: | Academe | | Location | Ozamiz City, Philippines | |  |  |  |  |  | | --- | --- | | Job Description: | \* Attends to student’s academic and personal concerns; \* Gives counseling to students, parents, faculty and staff; \* Analyzes all student data and prepare programs/activities to provide support to  student’s development;  \* Conducts entrance exam to new students for assessment; \* Teaches minor subjects such as NSTP, Professional Values and Ethics, and  Personality Development. |  |  |  | | --- | --- | | **EDUCATION** | | | Bachelor of Science in Pscyhology  La Salle University  Ozamiz City, Philippines  March 2011 | | | |  |  | | --- | --- | | **REFERENCES** | | | Giovanni M. Albreca Mobile No.: 0557516525  Relationship: Cousin  Pinky Fabregas Mobile No.: 0556617052  Relationship: Business Management Manager, Hairworks UAE | | |  | | | | | | | |  | | | | | | | | | | | | |  | | | | | |