



Tricia Marie A. Sanchez

Flat no. 21 level 2 Bldg. 7 Road 5201
Blk 318 Budaiya Kingdom of Bahrain
Mobile# + 97335935519
Email : triciasanchez96@gmail.com

OBJECTIVE

- To enhance my knowledge in this chosen field that would help not just my personal growth but the success of your company as well.
- To be able to accomplish a good work for the customer's delight and to attain.
- To show in improve my knowledge and skill in the field of service.

QUALIFICATION

- I'm flexible in time and people around me.
- I'm organized in all aspect and fun.
- I'm punctual and proactive that I will commit to my job.
- I can handle the pressure by finding a solution for it and take it as a learning experience.
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EDUCATIONAL BACKGROUND

Bachelor of Science in Business Administration
In National Business Administration
Major: Human Resources

PERSONAL DATA

Age : 23 Yrs\Old
Date of birth : Jan 6, 1995
Place of birth : Quezon City
Citizenship : Filipino
Civil Status : Single
Religion : Roman Catholic
Height : 5'5

SPECIAL SKILL AND INTEREST

- Able to speak and write English and Tagalog Language.
- Ability to follow the instruction and make decision with no supervision.
- Developed ability to work and fast atmosphere.
- Computer researchers, Microsoft word, Excel and PowerPoint

WORK EXPERIENCE

Brand Ambassador Redstar Casting & Media Production	March – April 2013
Promo Girl Jag jeans	January – july 2014
Sales Associate The North face	February - May
2015 Primer Group of Company	
December - August 2016 Receptionist Convergys Call Center	

PRESENT WORK

Nail Technician and Beauty Consultant
Massage Therapists

Facial Treatment
Receptionist
The House of Nails

JOB DESCRIPTION

- Greet your customers with open ended question and presence.
- Performing manicures and pedicures.
- Conducting skin analysis and advising clients on skin and body care.
- Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.
- Performing facial or body massage and treatments, including spa therapy, reflexology and aromatherapy.
- Served multiple customers, discovered there needs, and made recommendation to generate sales.
- Talk about the products and services as if they are commodities, leading the buyer to buy base on price.
- Demonstrate product functionality and provide warranty information.
- Making appointments, maintaining client records and handling financial transactions.

I hereby that the information above is true and correct to the best of my knowledge.