

Maria Nina Cablao-Peña



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PERSONAL PROFILE

A well-presented, articulate and capable Receptionist and Aesthetician with a proven ability to provide the necessary customer service and care required to ensure overall client satisfaction. Comfortable working in a fast paced, hands-on work environment and consider no job too big or too small. Have the capability to work independently and in team environment with varied departments and diverse personalities. I am looking for an exciting and innovative company that offers room for progression.

CAREER HISTORY

Thai Massage for Ladies (Bahrain)

***Receptionist - April 05, 2014 to May 27, 2018**

Duties and Responsibilities:

- ✓ Responsible for scheduling new appointments, answering all calls and processing all transactions.
- ✓ Perform responsibilities of maintaining a clean, safe and well-organized working environment.
- ✓ Responsible for creating, maintaining and responding the systems for records, reports, documents, transactions etc. using computer with point of sale system.

***PA/HR -August 2016 to November 2016**

Duties and Responsibilities:

- ✓ Maintains human resources records by recording new hires, transfers, terminations and leaves.
- ✓ Documents human resources actions by updating forms, reports, logs, and records in payroll.
- ✓ Arranging travel, visas and accommodation.

Skin Station (Philippines)

Aesthetician - March 2013 to January 2014

Duties and Responsibilities:

- ✓ Specialized using different body slimming and firming machine like radio frequency, lipo light (non-invasive laser slimming technology) and ultra slim. Specialized using Laser hair removal.
- ✓ Extensive facial experience includes: Gentlemen's facial, Aromatherapy, diamond peel, anti-aging facial, anti-acne facial, glycolic peels, radio frequency and ultra slim.
- ✓ Giving aftercare advice on treatments and skin care matter.

The Spa (Scotland Inc.,)(Philippines)

Aesthetician - August 2006 to April 2012

Duties and Responsibilities:

- ✓ Providing clients with the highest standards of beauty care and attention.
- ✓ Handling client's comments and complaints in a professional manner.
- ✓ Ensuring that all equipment is in safe working order, maintained and serviced.

Corinthian Family KTV (Philippines)

Receptionist / Cashier - 2005 – 2006

Duties and Responsibilities:

- ✓ Responsible to answering phones and booking appointments.
- ✓ Proficient in working in a demanding environment.
- ✓ Handle tasks of providing services in a positive and friendly manner.

KEY SKILLS AND COMPETENCIES

- ❖ Friendly personality, good communication and social skills.
- ❖ Having a flexible attitude and positive approach.
- ❖ Ability to quickly learn procedure.
- ❖ Computer literate and fully aware of health and safety policy.

PERSONAL DETAILS

Date of Birth	01.06.1982
Civil Status	Married
Nationality	Filipino
Religion	Roman Catholic
Language Known	English & Tagalog

ACADEMIC QUALIFICATIONS

Philippine Women's University

Course: Bachelor of Science in Business Administration

Year Graduated: 2019-2020

St. Augustine – School of Nursing

Certificate: Professional Caregiver NCII

Year Graduated: October 2008

Central Colleges of the Philippines

Course: Bachelor of Science in Computer Science
(Undergraduate)

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



Maria Nina C. Pena