



TURILL CREADO

Administrative Executive / Spa – Salon Operations Manager / Customer Relations.

riancreado@gmail.com | +971 56 186 1700 | Dubai, UAE | Visit Visa – Mar 2021 exp

SUMMARY

- Experienced entrepreneur and small business manager
- Seeking a new start in the UAE with a leading organization that promises future career growth
- Over 15 years' experience in client facing roles
- Expert liaison between customers, suppliers, and other subsidiaries
- Enthusiastic, result-oriented, and self-motivated professional
- Exceptional written & verbal communication, and organization skills

QUALIFICATIONS

- **Masters in Commerce, 2003**
University of Mumbai, Mumbai, India
Specialized in Human Resources, Organisational Behaviour & Entrepreneurship Management.
- **Bachelors in Commerce, 2001**
St. Andrews College, Mumbai, India
Specialized in Accounting, Advertising, Psychology of Human Behaviour, and Business Economics.

WORK EXPERIENCE

- **Office Assistant, Feb 2019 – Mar 2020**
ICON India Pvt. Ltd., Mumbai, India
 - Primarily responsible for liaising between customers, vendors, and suppliers
 - Ensured highest level of customer satisfaction for delivered products through customer surveys
 - Maintained attendance, payroll, and leave records for HR compliance in MS Word and Excel
 - Scheduled and administered regular personnel training seminars to enforce company policies
 - Created and managed job postings, vendor appraisals, and account payable/receivable invoices for tax compliance
 - Responsible for ensuring all scheduled expenses were maintained within the monthly budget which included negotiating with vendors and suppliers
 - Also responsible for other everyday administrative tasks such as scheduling meetings, travel bookings, and handling internal/external correspondence.
- **Business Development Manager/ Managing Partner , Apr 2001 – Dec 2018**
Tulips Hair N Beauty Salon, Mumbai, India
 - Responsibilities included salon management both front-end and back-end operations
 - Client facing roles included hair styling, make-up, and beauty therapy.

