NAME : SUJITH

RESUME

Summary



Personal Data

Emali ID

[Sujith.320879@2freemail.com](mailto:Sujith.320879@2freemail.com)

Date of Issue: 12.09.2012 Date of Expiry: 11.09.2022

Date of Birth:

16.03.1992

Sex:

Male

Nationality:

Indian,keralite

Marital Status:

Single

Languages Known:

English, Hindi,Tamil,Malayalam.

VISA STATUS:

Visit visa - Long term (26/11/2017 - 25/02/2018)

Administrative support professional. Versatile office management skills and 5+ years of administrative experience.Excellent verbal and written communication skills with the ability to communicate effectively and professionally with all staff management and clients.Detaild - oriented and possesses strong interpersonal organizational and time management skills.Flexible and hardworking with the drive to succeed.

Educational Qualification

* Diploma In Hospitality Management (Pacific University)

Aerowings International School- Kochi

* Pluse two (HSE)

National Institute of open schooling

* SSLC (10th )

Government Vocational Higher Secondary School-Kerala Technical Qualification

* MS offee. Word. Excel.Povvcrpoint.Tally.Intemet
* Innflnit - Property Management System

Handled multifaceted clerical tasks (e.g., data entry, filing, records management and billing) as the assistant to the registrar and admissions offices. Coordinated travel arrangements.

Professional Experience 5 Years -imiia

* Front Office Assistant - DGR Resorts & Spa Pvt.Ltd - Kerala

(2013-2017)

* Front Office Associate - Brim ton Boatyard-CGH Earth Hotel -

Kochi (2012-2013 )

* Front office Trainee - Hotel Highway Garden -Kochi

(02/2012 -06/2012)

Job Responsbilities

* Maintaining records and files.
* Managing Correspondence.
* Greeting Guests
* Take reservations over the phone and email
* Responsible for handling customer support issues.
* Providing quality customer service .
* Handling the guest check-ins and check-outs
* Compute bills and take payments

Declaration

I hereby declare that the above-mentioned information is correct to the best of my knowledge.

DATE:

Sujith