**NOONELA **

**NOONELA.335239@2freemail.com**

**CAREER OBJECTIVE:**

**Intend to build a career in Hi – Tech environment with committed people and with my creativity and hard work in an esteemed organization willing to work as a key role in challenging environment**.

**EDUCATIONAL BACKGROUND:**

* **B.Sc (Maths, Physics, Chemistry) from Andhra University in March 2009.**
* **Intermediate (Maths, Physics, Chemistry from (Board of intermediate**

 **education) JUNE 2003.**

* **SSC Board of Secondary Education in St. Andrew’s School, in year 2001, Visakhapatnam**

**SOFTWARE PROFICIENCY:**

* **MS Office, Internet Concepts.**
* **C,C++**

**Passport Details:**

* **Date of issue : 27/05/2005**
* **Date of expire : 26/05/2015**
* **Place of issue : Visakhapatnam**.

**JOB EXPERIENCE IN INDIA:**

**Company: Dwaraka Inn(Business class Hotel VSP)**

**Duration: April 2006 – Sep 2008**

**Job Profile: Front Office Assistant**

**Responsibilities:**

* **Reviews and complete credit limit report**.
* **Post charges to guest accounts.**
* **Handling paid out.**
* **Complete guest check in and check out procedure.**
* **Handle cash, traveller cheques, foreign currency and credit cards.**
* **Active participating in group check ins and check outs.**
* **Dealing with check ins, check outs and cashiering,**
* **Handling the telephones,**
* **Maintaining the log book of the Reception.**
* **Allotting rooms to guests,**
* **Taking the proper guest registrations,**
* **Maintaining guest records,**

 **Company: Hotel Meghalaya, Visakhapatnam.**

 **Duration: Nov- 2008 –Feb-2012**

 **Job Profile: Front Office Assistant**

 **Responsibilities:**

* + **Assigning of rooms for expected arrivals on the concerned day.**
* **Regular track on the room status. Ensures smooth check in and check out of rooms. Uses suggestive selling techniques to sell and up sell rooms.**
* **Providing the proper information about the facilities available in Hotel. And the information about the city.**
* **Ensures guest requirements and request are promptly and efficiently responded to and to provide personalized service to our guest to achieve guest satisfaction.**
* **Handling room reservation and registration**

 **Company: GATEWAY EAST INDIA PVT. LTD**

 **(CONTAINER FRIEGHT STATION)**

 **Duration: April 2012-Nov 2013**

### Job Profile: (CTS) Container tracking system operator &Supervisor

 **Responsibilities:**

* **Taking out work orders of daily in and out movements by**

**checking the documets and giving to party people.**

* **Everyday reports of containers like stuffing, destuffing and**

 **clearance reports to be taken by surveyors and to guide them**

* **Gate pass entries to be done in the system .**
* **Giving passes for in and out movements for empty and load containers,**
* **cargo passes based on the receipts given by the surveyors.**
* **Tracking out the containers, check the liners and accounts in the system and it should be entered.**
* **Checking out seal numbers on seals and form 13 should be given for load containers.**
* **Manual passes to be given according to the requirements.**

 **Company: Linencraft , a branch of Emirates Flight Catering Co. Ltd.**

**Duration: Dec 2013- till date**

**Job Profile : General Assistant(FCO1) in Linencraft laundry**

 **Responsibilities:**

 **We will send linen to the flights in time and as when required according to the schedule given to us and as per received.**

**STRENGTHS:**

* **Good communication skills.**
* **Smart working and self-confident.**
* **Good commitment at work.**

**HOBBIES:**

* **Watching television and listening music.**

**PERSONAL PROFILE:**

**DOB : 20-02-1986**

**Gender : MALE**

**Marital status : SINGLE**

**Languages known : TELUGU, ENGLISH and HINDI.**

## DECLARATION:

 **I hereby declare that the information and facts stated above are absolutely authentic to the best of my knowledge and belief.**