**CURRICULUM VIATE**

**CHRISTOPHER**

[**CHRISTOPHER.336098@2freemail.com**](mailto:CHRISTOPHER.336098@2freemail.com)

**CAREER OBJECTIVE**

To be a part of progressive organization and willing to work towards the organization goal and to find a challenging position to meet my competencies, capabilities , skills, education and experiences.

**EXPERIENCE:-**

**Currently working with Wellnest Projects Pvt Ltd as Front Office Cum Admin Executive from 2014 to till Date**

**Job Profile:-**

1. **Reception :**

* Taking care of Front Office in the absence of FOE
* Answering of Incoming calls and Outgoing calls as well as transferring calls to the concern person (updating the same in IN/OUT register )
* Welcoming the walk in guest and greeting them.
* Assisting Guest to the concern person.
* Receiving incoming courier bills and hand over the same to the concern department.( Updating the same in Mail in Register )
* Making sure that the surrounding of the Reception is neat and clean.
* Maintaining the register of Newspaper, Milk and Food details

1. **Office Administration / Maintenance :**

* Process electricity and water related matters of Office including payment of bills.
* House keeping records/ documentation, maintenance of property ledger, receipt and issue of Stores / equipment.
* Ensure administrative requirements for meetings in the board room.
* Ensure execution and periodic updating of Annual Service Contract / Annual Maintenance Contract for all office equipment, Kent RO System, UPS, Access Controller Air Conditioner, Fire Systems, and EPABX etc.
* Exercise command and control over the office boys and housekeeping staff to ensure team / increase the team efficiency.

1. **Communication System Management :**

* Provisioning, serviceability and repairs of telephones at office.

Process receipt, scrutiny, dispatch and payments of all communication systems, Airtel Bills

1. **Attendance & Leave Documentation :**

* Proper filing of all leaves applications, updating of Attendance & leave details of team at given formats, and forwarding the same on daily basis.
* Weekly Collecting of over Time forms (OT) from Office boys and Office drivers, updating the same in OT Statement

1. **Insurance :**

* Scrutinize documents for motors insurance, claims related matters with the service provider and process the same to its logical conclusion.
* Monitor progress and disposal of all claim and insurance

1. **Transport & logistics :**

* Daily check on office vehicles and log book updating on daily basis.
* Allocation of vehicle to the driver’s availability.
* Supervise and ensure serviceability of all vehicles at office
* Custody and security of all copy RC Books of insurance HO vehicles & DL of all drivers.
* Hired taxi booking as per policy and maintenance of the records and scrutinize the bills for onward submission to accounts dept.

1. **Other Tasks**

* Demand, procurement, issue and stock maintenance of stationery Housekeeping Items.
* Process receipt and payment of all Housekeeping / Pantry / beverages bills.
* Custody and security of all original RC Books of HO vehicles.
* Any other official work / task assigned by COO/ Manager – Admin

1. **Day to Day Activities**

* Taking care of Housekeeping day to day role and functions.
* Proper maintenance in terms of House Keeping, Food and Beverage, Stationary.
* Ensure proper manning at proper uniforms, grooming and good manners.
* Ensure timely Punctuality.
* Issue of daily reporting to reporting Manager.
* Handling maintenance of attendance and leave records.
* Day to day checking of 2nd and 3rd floor Office.
* Daily assigning work to Office Boys.
* Weekly checking of office requirement.
* Preparing of bills, entering the same in respected files and filing the same.
* Daily updating of Coffee and tea powder in file. Weekly statement of fuel expenses

**Previous Experience:**

* Worked with Body Drench, Bangalore as a Admin cum Front office executive for 2 Years
* Worked with Hathway, Bangalore as Sales Executive for 1 Year
* Worked with Hotel City Centre Residence, Bangalore as a Receptionist for 1 Year
* Worked with Hotel Casablanca, Bangalore as a Receptionist for 1 Year

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Name of**  **Institution** | **Examining**  **Authority** | **Year of passing** | **Marks** |
| SSLC | Bapu English High School | State Board  ( Karnataka) | 2006 | 62.62% |
| II PUC | Karnataka Open University, Comm | Karnataka Open University | 2014 | 75.50% |

**COMPUTER SKILLS :**

Microsoft office word, Microsoft office outlook, Microsoft office excel etc...

**Applications:** Fundamentals, DOS, Windows 2000, MS Office

**PERSONAL SKILLS:**

* Excellent Learning Attitude for New Technologies.
* Ability to Work Independently and in a Team Environment.
* Good Interpersonal, Written, and oral Communication Skills.

# Self-Motivated & Creative, Hardworking & Dedicated

* Independent & Good Team Leader/Player with High Self – Discipline
* Goal oriented
* A Supportive Team Member with Ability to Lead
* Well Presented
* Confident Communicator
* Punctual
* Responsible, Reliable and Honest

**LANGUAGES KNOWN:**

Spoken – English, Kannada, Hindi

Written – English

**PERSONAL INFORMATION:**

NAME : CHRISTOPHER

DATE OF BIRTH : 4th May 1989.

SEX : Male.

NATIONALITY : Indian

MARITAL STATUS : MARRIED

HOBBIES : Listening to music, Watching T.V, Reading Newspaper, Bike Riding

**PASSPORT DETAILS:**

ISSUED DATE : 19/10/2016

EXPIRY DATE : 18/10/2026

ISSUED PLACE : Bangalore, Karnataka

**DECLARATION**

I hereby declare that the above given information is true to the best of my knowledge and belief.