

Contact HR Consultant for CV No: 2042946

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

Career Objectives

Seeking a suitable position with my experience, knowledge and skills can be effectively utilizing to achieve the organization goals and to the enhancement of my career.

Professional Summary

Hotel Abu Dhabi - worked as a recreation receptionist from 11th June 2014 to 6th Sep 2016 .

*Responsibilities include:*

* + Guest service.
  + Maintenance of office.
  + Updating the office supply items.
  + Call receiving.
  + Booking of recreational activities.

M/s. Armed Forces Offices Club and Hotel Abu Dhabi - worked as a housekeeping attendant From 5th March 2013 to 9th June 2014

M/s. Mountain Air Ruby Cargo – worked as a counter staff from May 2010 to December 2012.

*Responsibilities include:*

* + Air cargo and Sea cargo booking
  + Billing
  + Packing
  + Freight forwarding
  + Handling cash transactions
  + Collect payments
  + Issue receipts

Professional Qualification

International Sports and Science Association (ISSA) certified fitness trainer course

CPR, AED and First Aid Certification

Diploma in International Air Transport Association (IATA, FIATA)

Windows XP/7/8/10, MS Word, MS Excel, MS Power Point, MS Paint

Academic Qualification

Graduation BBA (Jan 2017) : Bharathiar University, Kerala, India

Plus two (Mar 2007) : Board of examination, Kerala, India Matriculation (Mar 2004) : Board of Examinations, Kerala, India

Core Competencies

Hardworking and well determined, energetic, ambitious and service minded, persevering and reliable to work under pressure and meeting deadlines. I am also quick to appraise New situations and learn new assignments, besides I can get along well with people at all levels with good communication skill. Possess very good health and positive mental attitude.

Personal Details

Date of Birth & Age: 07-07-1989; 27 Yrs.

Sex: Male

Nationality: Indian

Marital Status: Single

Languages Known: English, Hindi, Malayalam and Tamil.

I hereby declare that the above written particulars are true to the best of my knowledge and belief.