

Contact HR Consultant for CV No: 341971

E-mail: response@gulfjobseekers.com

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**CAREER OBJECTIVE**

**“**To follow well challenging careers, where I can apply my knowledge, obtain new skills and put inmy efforts successfully to the establishment the value professionalism”.

**TRAINING EXPERTISE**

* I have completed (six months) of training at JEEVAN BEACH RESORT, KOVALAM as a front office trainee.

**PROFESSIONAL EXPERIENCE SUMMARY**

* I had worked in KERALA STATE ROAD TRANSPORT CORPORATION as in **computer operator &** **Programming assistant** for 12 months **(one year in accounts)**.
* I had worked in HOTEL FORT MANOR, TRIVANDRUM as a **cashier** for (ten months).
* I had worked in THE GRAND CENTRAL, TRIVANDRUM as a **front office assistant** for (six months).
* I had worked in JEEVAN BEACH RESORT, KOVALAM as a **front office assistant** for (one year).

**RESPONSIBILITIES AND DUTIES**

* + ***COMPUTER OPERATOR WITH ACCOUNTANT***
* Reporting to the executive director
* Handling office petty cash for daily transaction
* Reconciliation of daily sales report
* Reconciliation of debtor and creditors
* Handling bank reconciliation
* Accounting, Documentation and filling
* Knowledge for handling quality photocopy machines and the fax machines
* Offer regular office assistant duties

* Provide various methods of accounts as the account receivable in charge such as billing and invoicing
* Preparation of monthly Trial Balance, Income statement and balance sheet
* Preparing monthly payroll statement
* Provide necessary changes of data entry typing speed 35wpm
	+ ***FRONT OFFICE ASSISTANT***
* Doing reservation by email, telephone, fax or central reservation systems refferal
* Doing all the procedures of check–in and check–out
* Doing hotel reservation and controlling the hotels occupancy
* Responsible for handling front office reception and administration duties
* Excellent knowledge about opera express PMS (version 5.0 etc)
* Handling payment by cash, credit card, cheques etc and posting these in the computer correctly
* Ensured front desk handles billing and cash in accordance with hotels standards
* Check the payment with the travel agent before the arrival of the guest
* Handling calls and directing the calls to concerned persons

**EDUCATIONAL QUALIFICATIONS**

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| **COURSE** | **UNIVERSITY/COLLEGE** | **RESULT/YEAR** |
|  |  |  |
| Degree Bachelor of | University of Kerala Govt Art’s College | Passed/April |
| Commerce (Taxation) | (Trivandrum) | 2015 |
| Vocational Higher | State Board of Vocational Higher Secondary |  |
| Secondary Examinations | Examination, Government of Kerala (Govt.Higher |  |
| (fishing Craft and | Secondary School, Poovar, Trivandrum) | Passed/Jun –2007 |
| Technology) |  |  |
| Secondary School | Board of Public Examination Government of | Passed/March |
| Leaving Certificate | Kerala (Govt.Medical College H.S.S, Trivandrum) | 2005 |
| **SKILLS SUMMARY** |  |  |
| Package | : MS Office Suite (Excel & Word) Internet, Tally (ERP.9.0) |
| Computer Programs | : C, C++ |  |
| Operating Systems | : MS.DOS, Windows9X, Windows XP/07, Windows vista, Linux, Unix, |
| Hotelier’s software | : Hot Soft, Le-host, Hotelier |  |
| **COURSE COMPLETED** |  |  |

* COPA – **Computer Operator & Programming Assistant** – Kerala Govt. approved course in 2009 from Govt. I.T.C. Vishwabharathy, Neyyattinkara.
* **TALLY ERP 9.0** –In 2012 from CSC. Computer Software College, Kaliakkavilai

**PERSONAL COMPETENCIES**

* Sense of Responsibility
* Teamwork
* Disciplined
* Honest, Sincere & a Hard Worker

**HOBBIES AND INTERESTS**

* Playing Sports - Cricket, Football
* Going for long drive in cars, bikes
* Playing chess

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| **PERSONAL DETAILS** |  |  |  |  |  |  |  |  |
| Date of Birth | : | 20/ 05/ 1988 |  |  |  |  |  |
| Nationality | : | Indian |  |  |  |  |  |
| Sex | : | Male |  |  |  |  |  |
| Marital Status | : | Unmarried |  |  |  |  |  |
| Languages known | : | English, Malayalam, Tamil and Hindi |  |  |
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**DECLARATION**

I hereby declare that all the above statements are true and correct to the best of my knowledge and belief. I receive the job with a great sense of responsibility, enjoy the challenge of new situations & expect to make a positive role.