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Iincy.364977@2freemail.com

 **LINCY**

**Linked-In: Lincy KP**

**Profile**

Bachelor Degree in Administration with Tourism and Tourism Management and have worked as Guest Relation Manager in Malabar Ocean Front Resort & Spa, Office Administrator in Kanhan Beach Resort able to work initiative and as a part of a team, hardworking and dedicated to work gained by my carrier, I can handle challenging jobs with dedication and maintaining high quality, discipline and standards.

**Computer Skills**

 WinHms Hot Soft Infinity

 Word ​Advanced

 Microsoft Excel ​Power

Point

**Educational Qualification**

​Bachelor of Business Administration

With Travel & Tourism Management

at Sharaf College Under Kannur University

 Higher Secondary Education Kerala.

 ​Intel Education Kerala

**Personal Information**

Marital Status: Married

 DOB : 30/12/1990

 ​Nationality : Indian

 Languages : English, Hindi, Tamil &

Malayalam

 Visa Status : Husband Visa

**RESUME**​

**Career Objective**

Having 2 years’ experience as Guest Relation Manager in (​www.malabarresort.com​) ,2 years experience as Office Administrator (​www.kananbeachresort.com​)Kerala, India. I am currently in Abudhabi seeking an employment for a better career growth. Hence a positive reference from you would enhance my prospects of achieving my career goals

**Work Experience ( 06 years )**

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| --- | --- | --- |
| Company |  | **Malabar Ocean Front Resort &** |
|  | : | **Spa** |
| Position | : | Guest Relation Manager |
| Place | : | Kerala, India |
| Company | : | **Kanhan Beach Resort** |
| Position | : | Office Administrator |
| Place | : | Kerala, India |
| Experience | : | 2012 to 2014 |
| White Sand Resort | 2011 to 2012 |

Neeleshwer Hermitage 2011

**Responsibilities during 2016 to Present:**

 To keep the booking and reservation details. To train, coach and motivate the reservations team to ensure a pro-active revenue and sales culture always.

 ​Team development by guiding and directing the reservations and Front office team to ensure the consistency of company standards, procedures and a high level of performance and service delivery with reservation enquiry handling.

 ​To be aware of the rate structures at the Hotel and support the Revenue Manager with rate management on all distribution ensuring rate parity is achieved.

**Responsibilities during 2012 to 2016:**

 To work with the marketing strategies of the company To coordinate promotional aspects of resorts activities.

 To arrange the traditional activities

 To interact with the foreign and local customers. To give the details descriptions of our facilities.  Managing office work