**RESUME**

FULL NAME:

PRIYA

PROFESSION

GUEST RELATION EXECUTIVE

E-MAIL

[Priya.381697@2freemail.com](mailto:Priya.381697@2freemail.com)

MARITAL STATUS – SINGLE

Date Of Birth-22-06-1988

COMPUTER PROFICIENCY

MS OFFICE, TALLY

SOFTWARE PROFICIENCY:

HMS

WINHMS

OPERA

FIDELIO

CHAMPAGNE

**SUMMARY**

To succeed in an environment of growth and excellence and earn a job which provide me job satisfaction and Self development and help me achieve personal as well as organizational goals. To achieve high carrier growth through a continuous learning process and keep myself dynamic. Visionary & competitive with the changing scenario of the world . To work in a challenging environment that provides generous opportunities for learning. To seek challenging assignment and responsibility with an opportunity for growth and career advancement as a successfully achievement . To work hard with full determination and dedication to achieve organizational as well as personal goals

**PROFESSIONAL RECORD**:

* Completed Aviation Course of AIRHOSTESS & CABIN CREW in RADUAN Institute of AIR Hostess & Cabin Crew 2008 -2009
* Completed a Computer Reservation System Gallio RADUAN Institute of AIR Hostess & Cabin Crew 2008 -2009
* Completed Food & Beverages Certificate of Tamil Nadu 2008 - 2009
* Completed IATA course in RADUAN Institute of AIR Hostess & Cabin Crew 2008 -2009
* Scored 65% in SSLC Examination from RajaLakshmi Mills High School 2004 -2005

**EMPLOYEMENT DETAILS**

Company : Hotel Emerald Dove Yelagiri (21st May 2015 to May 2018)

Designation : Guest Relation Executive Department : Front Office

Company : The Residency Hotels & Towers CBE (May 14th 2014 to May 10th 2015)

Designation : Guest Relation Coordinator Department : Front Office

Company :Taj Hotels & Resorts Madurai (02nd Feb 2013 to Apr 3rd 2014)

Designation : Front Desk Association Department : Front Office

Company : Le Royal Meridien Chennai ( Feb 13th 2012 to 31st Jan 2013)

Designation : Training Guest Relation Coordinator Department : Front Office

Company : Heritage Madurai (5th Aug 2010 to Jan 10th 2012)

Designation : Front Office Assistant Department : Front Office

Company: AirtelCBE(2005 to 2008)

Designation Customer Care Executive Department: Customer Relation

Skills: Efficient in communicating well in verbal both . Advance level skills in outlook &MS office word Excel and Power point. Strong administration and organization skills ability and confidence to communicate Effectively and interact in all levels innovative thinker and excellent Leadership qualities

**Extra- Curricular Activities**

College Secretary of N.S.S Unit

Awarded as outstanding care for Guest

Awarded as outstanding care for Associate

I conclude that I am a hard working person. I can work as a part of a team and do my level best to bring establishment to the level best