

**Avin**

Guest Relation Executive



***Summary***

**An ambitious, highly motivated and energetic. Proactive and mission-oriented individual with 1 year of experience in customer handling as Guest Relation Executive and a solid understanding of modern business concepts, I am positive that I could meet the requirements in a timely fashion.**

***Experience***

**Medical Transcriptionist**

SPI - Mysore

From 2007 to 2009.

**Dialysis Technician**

Fortis Hospitals - BG road Bangalore

From Oct 2013 to Feb 2016.

**Dialysis Technician**

Vikram Hospitals - Millers road Bangalore

From Feb 2016 to April 2017.

|  |  |
| --- | --- |
| present | **Guest Relation Executive** |

Femiint Health - Whitfield Bangalore

From May 2017 to till date.

***Education***

**St. Antony's High School**

SSLC

**BGS Apollo Paramedical Science Collage**

Diploma in Dialysis technology

***Skills***

**Positive Attitude.**

**Good Communication Skills.**

**Time Management Abilities.**

**Problem-Solving Skills.**

**Team Player.**

**Self-Confidence.**

**Ability to Accept and Learn.**

***IT Skills***

**Basic computer knowledge, browsing, DPT, etc.**

 ***Personal Info***

**E-mail**

**avin.381878@2freemail.com**

**Date of birth**

**1987-05-20**

***key Responsibilities Handled***



* **Proficient in communicating, counseling and giving instruction to guests and building rapport with guests.**
* **Excellent written, grammatical and verbal skills.**
* **Proficient with word processing software and basic computer operations.**
* **Performed clerical services for clients such as managing documents**
* **Excellent in checking the stocks needed and informing to the concerned person.**
* **Handling guest complaints and concerns in an efficient and timely manner.**

 ***Languages***

**Kannada**

**English**

**Malayalam**

**Hindi**