**CURRICULUM VITAE **

**RUBY**

Email: ruby-397850@gulfjobseeker.com

**CAREER OBJECTIVE:**

To enhance my working capacities, professional skills, business efficiencies and to serve my organization in best possible way with sheer determination and commitment.

**PROFESSIONAL SUMMARY:**

Attentive Front Office Executive providing exceptional customer service through diligent management. Adapt at encouraging more business through meaningful engagement and a commitment to managing guest and client relations. Committed to maintaining a positive attitude while delegating front office duties to ensure smooth operations.

**UAE EXPERIENCE – HOTEL**

**ACCOUNTS MANAGER & GENERAL MANAGERMarch 2019 – January 2020**

**Roles &Responsibilities :**

* Recruiting, training and supervising staff.
* Managing budgets.
* Maintaining statistical and financial records.
* Planning maintenance work, events and room bookings.
* Handling customer complaints and queries.
* Promoting and marketing the business.

**MEDHA LANGUAGE THEATRE**

**MANAGER October 2015 – February 2019**

**Roles &Responsibilities :**

* Outstanding front office abilities including handling guests and answering phone calls.
* Familiar with all MS Office applications including Word and Excel.
* Sound ability to resolve client or guest issues in timely courteous manner.
* Counselled students for career guidance.
* Maintained database of student registrations/records.
* Maintained database of accounts and prepared monthly reports.
* Managed staff roster and tracked staff schedules.
* Prepared and reviewed training schedules.

**STRENGTHS :**

* SELF CONFIDENCE
* GOOD TEAM WORK
* HELPFUL
* HARD WORKING
* HUMBLE AND FAST LEARNER

**PERSONAL DETAILS**

* DATE OF BIRTH: 02/08/1988
* NATIONALITY: INDIAN
* SEX: FEMALE
* RELEGION: MUSLIM
* MARITAL STATUS: SINGLE
* EDUCATION: DEGREE
* LANGUAGES KNOWN: ENGLISH, HINDI, TELUGU
* VISA STATUS: VISIT
* EXPERIENCE IN UAE: 9 MONTHS

**EDUCATIONAL DETAILS :**

Bachelor of Business Administration(BBA)- Vivekananda Degree College- Osmania Univesity-2010

**DECLARATION**

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

**CITY:**

**DATE: (RUBY)**