**First Name of Application CV No 547584**

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Objectives:

To get the challenging position within an organization where I could use my skills more professionally and efficiently and seek a challenging position. Results oriented and dedicated business professional with demonstrated success in management.

Strengths:

* Good communication skills
* Flexibility and adaptability towards the work
* Positive approach towards everything
* Honesty and integrity towards the work
* Can do approach towards everything

Education:

* Bachelor of science degree in Hotel management from “institute of hotel management(IHM) “Bhopal
* Diploma from “frankfinn institute of air hostess training”
* HSC FROM COMPUTER COMMMERCE (2009) from “GURU GOBIND SINGH KHALSA (JABALPUR)
* SSC (2007) From “GURU GOBIND SINGH KHALSA”

Experience:

* Worked as a trainee in CIDADE DE GOA Hotel, 17 weeks (June 2010 to October 2010), trained in different fields like front office, food and beverage, housekeeping, and food production.
* Worked with lemon tree hotels, Bangalore, electronic city
* Managed a delivery company in Cochin for 1 year

Roles at work:

* Managing the customers
* Talking to the vendors
* Attending the calls of customers and vendors
* Ensuring proper service given to the people
* Handling the complaints
* Maintaining all the details of the customers and vendors
* Negotiating the prices with the vendors
* Sales of the goods from vendors

Key skills:

* Time management
* Verbal communication
* Business management
* Problem solver
* Computer literacy
* Administration
* Reception
* Customer service
* Multi tasking

Language skills:

* English: proficient (To read, speak and write)
* Hindi: proficient (To read, speak and write)
* Malayalam: Proficient (to read and speak)
* Tamil: beginner

Hobbies:

* Reading books
* Travelling
* Surfing internet