**AJIN**



**About Me**



**2 Year experience**



**April 13, 1996**



**Ajin-396795@gulfjobseeker.com**

**DUBAI**



**Objectives**



**Seeking a position to utilize my skills and abilities in the industry that offers security and professional growth being resourceful, innovative and flexible**



**Education**



|  |  |  |
| --- | --- | --- |
|  | **Aviation ( IATA AND UFTAA )** | **Graduated, 2018** |
|  | **Akbar Academy,** |  |
|  | **Trivandrum.** |  |
| **BBA (Bachelor Of Business Administration)** | **Graduated, 2017** |
|  | **Bharath Institute Of Higher Education And Research ,** |  |
|  | **Chennai.** |  |
|  | **HIGHER SECONDRY** | **Graduated, 2014** |
|  | **H.S.S For Boys ,** |  |
|  | **Punalur.** |  |
|  | **HIGH SCHOOL** | **Graduated, 2012** |
|  | **St Stephens High School,** |  |
|  | **Pathanapuram.** |  |



**Career Highlights**



**A recent marketing graduate with proven leadership skills and ability to handle many tasks at the same time. Focused on meeting deadlines to ensure project efficiency and a great ability to think out of the box.**

**Reliable and hardworking office assistant with hands-on experience in handling diverse tasks to ensure smooth office operations. Highly motivated to enhance the revenue of the prospective company. Exceptional ability to deal with adverse situations maturely to resolve conflicts.**

**Technology savvy marketing professional with a solid background of planning and leading high impact marketing promotions targeted at meeting the company’s missions. Tenacious with a can do attitude along with expert knowledge of internet technologies and associated tools.**

**Skills**

**Dedication to work**

**Easily adjustable to situation & smooth handling of issues Good Interpersonal & Communication skills**

**Able to Solve Problems Creativity**



**Work Experience**

 **Hotel(4 Star)**

* **Worked as a Guest Relation Executive for the past 1.9 years. My duties include, Guest Check-In and Check out.**

**Doing the Night Auditing and the day end process. Calculating the revenue.**

**Handling the guest complaints and finding the solution. FOREX.**



**Computer Proficiency**

**M S Office Outlook M S Excel**

**PowerPoint**



**Languages**

**English Hindi Tamil**

**Malayalam**



**Personal Interests**

**Reading Traveling Sports Music**

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Birthday** | **:** | **April 13, 1996** |
|  | **Gender** | **:** | **Male** |
|  | **Marital Status** | **:** | **Single** |
|  | **Nationality** | **:** | **Indian** |



**Passport Details**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date of Issue** | **:** | **29-12-2017** |
|  | **Date of Expiry** | **:** | **28-12-2027** |

**Declaration**

**I, AJIN, hereby declare that the information provided above is true to my knowledge.**

**AJIN** **Place : Dubai**

**Date :**