

# SAYANA THOMAS

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## WORK EXPERIENCE

- **Office Admin, Bis&jurish Legal corporate company, , India**(Jul 2019 to Jul 2020)
- **Receptionist & Customer Care (Front Office), Ramada Chelsea Hotel, , India**(May 2016 to Jul 2019)
- **Receptionist, Flora Group of Hospitality, , India**(Sep 2015 to Apr 2016)
- **Receptionist, Park Hyatt Goa Beach Resort, , India**(Dec 2013 to Aug 2015)
- **Asst. Supervisor – Personal Care, ITC, Kochi, India**(Dec 2010 to Aug 2012)

## EDUCATIONAL BACKGROUND

- **IGNOU, , Bachelor of Social Work, 0, Social Work**
- **, , Bachelor of Pre Party Program, 0,**

## SKILLS

- **pro/ office secretary course**
- **office automation**
- **internet & e-mail**
- **book keeping (principles of accounting)**
- **business management & administration • public relation • spoken english & personality development • ms word xp**
- **ms excel xp**
- **ms powerpoint**

PERSONAL BACKGROUND

- **Birthday:** - 1987-12-15