

AMITHA K



To secure a challenging position where I can effectively contribute to the growth and success of the organization and simultaneously contribute to my skills and acquiring knowledge on the road to success.

CONTACT

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amithapavithran77@gmail.com

UAE

KEY SKILLS

Team Work

Multitasking

Analytic Skills

Leadership

Dependability

Hardworking

Interpersonal Ability

Detail Oriented

Problem-Solving Abilities

Time Management

COMPUTER PROFICIENCY

MS Office ★★★★★

Internet & Email ★★★★★

Basic Operation ★★★★★

LANGUAGES

English 100%

Hindi 100%

Malayalam 100%

ACADEMIC CREDENTIALS

CLASS XII | 2020

- NIOS (National Institute of Open School)

SSLC | 2013

- Board of Public Examination, Kerala, India

EMPLOYMENT CHRONICLE

FRONT OFFICE STAFF | Sep 2016 - Sep 2017

PALM SHORE BEACH RESORT KANNUR, KERALA, INDIA

- Answer and direct phone calls in a polite and friendly manner.
- Welcome visitors in a warm and friendly manner, and answer any questions visitors have
- Maintain reception area and all common areas in a clean and tidy manner at all times.
- Operate standard office equipment on a regular basis, including a fax machine, a copy machine, and a computer.
- Keep detailed and accurate records of visitor requests and of calls received.
- Receive deliveries; sort and distribute incoming mail.
- Take inventory of supplies and restock as needed.
- Maintain the general office filing system.
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures & controlling access via the reception desk (monitor logbook, issue visitor badges)
- Manage guest bookings and reservations.

TRAINING

Front Office Assistant | 1 year

Government Industrial Training Institute Kannur

PASSPORT DETAILS

Passport No : U9850758
Date of Expiry : 31/03/2031
Date of Issue : 01/04/2021
Place of Issue : Kozhikode

INTEREST



Music

Travelling

Reading

REFERENCE

- Available upon request

PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT**-Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Female
Date of Birth : 10-07-1997
Marital Status : Married
Nationality : Indian
Permanent Address : Kannamkode,
Thuvakkunnu, Kannur,
Kerala, Pin: 670693, India

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

AMITHA K

