



Rita Priya Prabhu

Address

hamideya 1 , Ajman ,UAE

Phone

+971 566521349

Email

Praisegodamen18@gmail.com

Additional Skills

Additional Skills

Computer Skills:

- Basic computer skills.
- Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point

Personal Skills:

- Presentable
- Can work under pressure
- Self-motivated and independent
- very good communication skills
- analytical thinking and ability to solve problems
- ability to work independently or as a part of team.

Professional Summary

Seeking a challenging and responsible position in a professional Environment, where should I have the opportunity to make a positive Contribution to myself, achieve personal development, career and building the success of the company while I experience advancement opportunities

Work Experience

Booking Executive in Up curve Business Service India

2 year

- Assisting and advising customers who may be choosing from a variety of travel options.
- Making reservations for customers based on their various requirements and budgetary allowances.
- Checking the availability of accommodation or transportation on the customers' desired travel dates.
- Helping plan travel itineraries by suggesting local tourist attractions and places of interest.
- Processing payments and sending confirmation details to customers.
- Sorting out any issues that may arise with bookings or reservations.
- Selling and promoting reservation services.

Tele caller in Customer care services in Airtel, India

1 year

- Handle customer inquiries, complaints, billing questions and payment extension/service requests.
- Locate resources for problem resolution
- Design best-option solutions.
- Interface daily with internal partners in accounting, field services, new business, operations and consumer affairs divisions.
- Activation of new customer accounts on a computer terminal.
- Maintain good relationship with our existing customers.
- Assist in training new employees.
- Performs other Business related Tasks

Teacher in Krishnaveni Talent High School, Hyderabad, India

1 year

- Organize classroom lectures and coursework
- Prepare materials and activities
- Assign homework and interesting exercises
- Identify students with special requirements and create individualized plans
- Determine exam and assignment grades
- Provide feedback based on workload and classroom behavior
- Keep a record of students' attendance and grades
- Research new language teaching method

Personal information

- Date of Birth:15/11/1987
- Place of Birth: Hyderabad
- Nationality: India
- Gender: Female
- Marital Status : Married

1 year

Waitress in Park Hayyat Hotel Banjarahills Hyderabad, India

- Provide the perfect service experience for every Guest
- Ensure the Guest feels important and welcome in the restaurant
- Ensure hot food is hot and cold food is cold
- Adhere to timing standards for products and services
- Look for ways to consolidate service and increase table turns
- Present menu, answer questions and make suggestions regarding food and beverage
- Serve the Guest in an accommodating manner
- Must know all food liquor, beer, wine and retail offered
- Apply positive suggestive sales approach to guide Guests

Education

Bachelor of Arts in English - Narayana Degree collage, India

Air hostess training in Franklin, India

Hotel Management course

Languages

English	— fluent
Hindi	— Native

References

Available upon Request