

JITTY RAJU

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CAREER OBJECTIVES :

Seeking a full-time position as front officer that will utilize my outstanding communication skills in Hospitality Industry and also to make contribution to the organization to the best of my ability and to develop new skills and share my knowledge while interacting with others and achieve new height.

EDUCATIONAL QUALIFICATIONS :

Course	Institution	Board/University	Year of passing
B.Sc.,Tourism and Hospitality Management	Annai Fathima College of Arts & Science ,Madurai	Madurai Kamraj University	2017
Plus Two	S N Trust HSS ,Punalur	Board of Higher Secondary Kerala	2014
SSLC	High School Kottavattom	Board of Public examination Kerala	2012

COMPUTER SKILLS

- Good working knowledge of Excel & Word

INDUSTRIAL TRAINING EXPOSURE

- 2 Months Training at **Estuary Island Resort**, Trivandrum as Front Office executive
- 2 Months Training at **Trawellday Tours & Travel**, Cochin as Front Office executive

WORK EXPERIENCE

Company Name : Apollo Hospital , Chennai
Designation : Receptionist
Duration : August 2017 to December 2021

JOB PROFILE

- Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries.
- Scheduling appointments in person or by telephone.
- Keeps patient appointments on schedule by notifying provider of patient's arrival; reviewing service delivery compared to schedule; reminding provider of service delays.
- Comforts patients by anticipating patients' anxieties; answering patients' questions; maintaining the reception area.
- Helps patients in distress by responding to emergencies.

KEY STRENGTHS

- Communication skills
- Multi-tasking
- Flexibility
- Customer Service
- Scheduling
- Professionalism

PERSONAL DETAILS

- Date of Birth : 9th November 1996
- Marital Status : Married
- Nationality : Indian
- Passport No : S 8639801
- Languages known : English, Hindi, Malayalam, Tamil
- Permanent Address : Mukaluvila Puthen Veedu,
Kottavattom (Po), Elampal,
Kollam (Dt)
Kerala
- Visa Status : Visiting Visa Until April 09th 2022

Declaration: I hereby declare that all above furnished details are true and correct to the best of my knowledge and belief.

Place: Dubai
Date: 11/01/2022

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