



HONEY JOSHY

OBJECTIVE

Office Assistant/Receptionist with ability to analyze and execute office jobs and assist Management. Seeking job where I can apply my skills

CONTACT

✉ honey4joshy77@gmail.com

📞 054-4043054

📍 DUBAI, AL NADHA

COMPUTERER KNOWLEDGE

- Microsoft Excel
- Microsoft office
- Windows XP

QUALIFICATION

Graduation in Bachelor of Commerce
Cosmetology and Beauty Culture Course

PERSONAL INFORMATION

- DATE OF BIRTH : 28/11/1980
- RELIGION : CHRISTIAN
- MARITAL STATUS : MARRIED
- GENDER : FEMALE
- LANGUAGE KNOWN : ENGLISH,
HINDI,
MALAYALAM,
TAMIL,
ARABIC
- PASSPORT NO : K 0398925
- NATIONALITY : INDIAN

Professional Experience

Designation: - **Office Assistant / Receptionist**

STRATERGY FACILITIES MANAGEMENT, Al Ain Kawvi, Ruwi, Oman

Responsibilities and duties

- Customer care
- Visitors Log in and out
- File all documents
- Make daily and monthly report
- Deal with sub-contractor
- Receive customer complain and assign technical team
- Follow up of daily attendance
- Sending report to head office daily
- Requesting materials

AHOKA'S INN, HOTEL AND RESORT- Kerala, INDIA

Responsibilities and duties

- Customer care
- Attend telephone
- Visitors Log in and out
- File all documents
- Key arrangements and distribution
- Deal with transportation team
- Deal with soft service team
- Follow up maintenance team
- Daily inventory of laundry items
- Assign room boys

Additional qualifications

- Good communication skills
- Genuine customer care
- Able to work under pressure
- Well knowledge of Computer
- Experience of cleaning services
- Experience of room servicing
- Well knowledge of linen items
- Indian Driving License

Declaration

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

Honey Joshy.