



SAJITHA K S

Receptionist / Supervisor

Demonstrated success in maintaining composure and effectiveness in the face of competing and complex demands, Proven ability to juggle multiple tasks and responsibilities while taking full ownership of her work.



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Thrissure, India

SKILLS

communication

Multitasking

Prioritizing

Organization

Technical skills

Initiative and problem-solving abilities

Dependability

LANGUAGES

English

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Music

Travel

Reading

WORK EXPERIENCE

Front Office Executive& Assistant Manager Nila Group

02/2011 - 03/2020

Ernakulam ,kerala ,India

Established in the year 1931, To be able to cater to a large number of diners, it occupies a favourable location at Edapally.

Achievements/Tasks

- Supervise efficient working of departments and assigned shift, administer pre-meal meeting and rectify all service of staff.
- Monitor and manage guest complaints, ensure satisfaction and administer efficient follow up for the same to receive feedback.
- Maintain and ensure compliance to established food quality and standards.
- Manage workload and ensure effective working of restaurant activities and maintain excellent standards to meet operational expectations.
- Train and instruct employees to ensure smooth transition in company.
- Assist and provide training to staff members and offer incentives when necessary.
- Coordinate with General Manager for everyday operation and maintain financial and administrative records.
- Ensure compliance with prescribed standards and local state and federal laws in labor costs, and guest relations.
- Evaluate performance and recommend salary increase, incentives for all.
- Maintain personal records, schedules and reports for all employees.

EDUCATION

Graduation University of Calicut, Kerala.

Kerala

B.A

- The study of human society and culture and can also include language and history.

HSC Kerala Board

Kerala

Humanities and Social Sciences

- the study of ancient and modern languages, literature, philosophy, history, archaeology, anthropology, human geography, law, politics, religion, and art.

S.S.L.C Kerala Board

Kerala

Secondary School Leaving Certificate

- a certification obtained by successful completion of an examination at the end of study at the secondary school level.