



Asif.PP

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PROFILE

Dedicated professional with more than three years of experience. seeking a challenging position in an esteemed organization so as to get exposed to international standards as well as to contribute to the growth of the organization and my career.

SKILLS

- Dealing with booking by phone, e-mail and face to face
- Completing procedure when guest arrives and leave
- Dealing with complaints and problems
- Manage daily activates
- Planning, organizing and directing team members to ensure the highest degree of guest satisfaction
- Coordination with team member regarding work flow and reporting the status with team manager
- Maintain and cultivate good will and good relationship with organization

PROFESSIONAL STRENGHT

- Highly trustworthy, discreet and ethical
- Effective communication skill (English, Hindi, Malayalam, Arabic)

- proficient in Microsoft application and comfortable with adapting and understanding new operating system and application
- Leadership quality and hard working

EMPLOYMENT HISTORY

- Working as service staff at Dubai International airport from june 19/06/2019
- Worked as a **Front Office Assistant** at **the hotel Copper Ffolia** . From may 2018 to April 2019
- Worked as a front office assistant at the The Raviz resort and spa kadavu From June 2017 to till December 2017

ADDITIONAL CERTIFICATIONS

- **OFFICE AUTONOMATION**, (MS. WORD, MS.POWER POINT, M S OFFICE EXEL)
- **DCA** (DIPLOMA IN COMPUTER APPLICATION)
- **TALLY, VB**

EDUCATIONAL CERTIFICATION

Bachelor Of Tourism Studies YEAR (2017) MAHATMA GANDHI UNIVERSITY

Higher Secondary (2012) Kerala state board

SSLC (2010) Kerala state board

PERSONAL PROFILE

Date Of Birth : 15/03/1995

Languages Known : English, Hindi, Malayalam,Arabic.

Marital Status : Unmarried

Nationality : Indian

DECLARATION

I hereby do solemnly affirm that the details furnished here are true to the best of my knowledge and belief for any discrepancies found, I shall be fully responsible.

Place: Calicut.

ASIF PP

