

SREEKKUTTY JIBIN



About Me



1 and Half years' Experience



April 07 1999



Kannur, Kerala



+97 1569410534



sreekkutty1910@gmail.com

Objective

Aim to be an associate within a progressive organization that gives me scope to update my knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.



Education

Bachelor of Arts English (Literature)

Kannur University
Kannur

Graduated, June 2019

Diploma

Airline Tourism & Hospitality Management

Airwin Academy Kannur
Hyderabad, Telangana

Completed, June 2018

10+2

Tagore Memorial Higher secondary School
Vellora, Kannur

Completed, June 2016



Skills

- Strong team building and man managing skills.
- Hard working, Good inter personnel
- Easy adaptation to any working environment and crisis management.
- Good communication skills and-
- Documentation skills



Work Experience

February 2019 – Current

Front Office Executive

Krishna Beach Resort

Kannur, Kerala

- Maintained an updated database of guest check-ins checkouts and fees.
- Tracked staff schedules and called for outside maintenance as needed.
- Responded to guest complaints in a professional courteous manner.
- Managed multiple phone lines while attending to guest issues.
- Reviewed daily listings of reservations to look for and correct booking errors.
- Ensured that special accommodations were made for guests when appropriate.
- Coordinated with other staffing departments to ensure solid guest relations.
- Managed all guest relations and updated scheduling database.
- Transferred calls to the correct department.
- Maintained an updated inventory of front office supplies.
- Hired seasonal workers such as landscapers.
- Managed front desk operations.
- Responded to guest requests.

June 2018 – December 2018

Front Office Executive

Mascot Beach Resort

Kannur, Kerala

- Maintained an updated database of guest check-ins checkouts and fees.
- Tracked staff schedules and called for outside maintenance as needed.
- Responded to guest complaints in a professional courteous manner.
- Managed multiple phone lines while attending to guest issues.
- Reviewed daily listings of reservations to look for and correct booking errors.
- Ensured that special accommodations were made for guests when appropriate.
- Coordinated with other staffing departments to ensure solid guest relations.
- Managed all guest relations and updated scheduling database.
- Transferred calls to the correct department.
- Maintained an updated inventory of front office supplies.
- Hired seasonal workers such as landscapers.
- Managed front desk operations.
- Responded to guest requests.

January 2018– June 2018

Front Office Executive

K A H Memorial Hospital

Cheruvathoor, Kannur

Computer Proficiency

- Word 2010
- Excel 2010
- Power Point 2010
- Design Master

Languages

- Malayalam
- English
- Tamil

Personal Interests

- Drawing
- Dancing
- Playing Volley Ball
- Cooking
- Listening Music

Personal Details

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|-----------|------------------|-----------------|----------|
| Name: | SREEKKUTTY JIBIN | Marital Status: | Married |
| Birthday: | April 07 1999 | Nationality | : Indian |
| Gender: | Female | | |

Passport Details

Passport Number : U6553348

Date Of expiry : 09/01/2030

Visa Status : Visit Visa

Declaration

I, Sreekkutty Jibin, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



Sreekkutty Jibin

