

# AMITHA K



To secure a challenging position where I can effectively contribute to the growth and success of the organization and simultaneously contribute to my skills and acquiring knowledge on the road to success.

## CONTACT

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UAE

## KEY SKILLS

Team Work

Multitasking

Analytic Skills

Leadership

Dependability

Hardworking

Interpersonal Ability

Detail Oriented

Problem-Solving Abilities

Time Management

## COMPUTER PROFICIENCY

MS Office ★★★★★

Internet & Email ★★★★★

Basic Operation ★★★★★

## LANGUAGES

English ██████████ 100%

Hindi ██████████ 100%

Malayalam ██████████ 100%

## ACADEMIC CREDENTIALS

### CLASS XII | 2020

- NIOS (National Institute of Open School)

### SSLC | 2013

- Board of Public Examination, Kerala, India

## EMPLOYMENT CHRONICLE

### FRONT OFFICE STAFF | Sep 2016 - Sep 2017

#### PALM SHORE BEACH RESORT KANNUR, KERALA, INDIA

- Answer and direct phone calls in a polite and friendly manner.
- Welcome visitors in a warm and friendly manner, and answer any questions visitors have
- Maintain reception area and all common areas in a clean and tidy manner at all times.
- Operate standard office equipment on a regular basis, including a fax machine, a copy machine, and a computer.
- Keep detailed and accurate records of visitor requests and of calls received.
- Receive deliveries; sort and distribute incoming mail.
- Take inventory of supplies and restock as needed.
- Maintain the general office filing system.
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures & controlling access via the reception desk (monitor logbook, issue visitor badges)
- Manage guest bookings and reservations.

## TRAINING

### Front Office Assistant | 1 year

Government Industrial Training Institute Kannur

## PASSPORT DETAILS

Passport No : U9850758  
Date of Expiry : 31/03/2031  
Date of Issue : 01/04/2021  
Place of Issue : Kozhikode

## INTEREST



Music

Travelling

Reading

## REFERENCE

- Available upon request

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**-Management skills to direct others and review others performance.

## PERSONAL DOSSIER

Gender : Female  
Date of Birth : 10-07-1997  
Marital Status : Married  
Nationality : Indian  
Permanent Address : Kannamkode,  
Thuvakkunnu, Kannur,  
Kerala, Pin: 670693, India

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**AMITHA K**

