

CURRICULAM VITAE

MUHAMMED RAFI.K.K

Kavanat House,

Vennala P.O, Cochin-682028

Ernakulum, Kerala, India

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Objective

Contribute to a dynamic growing organization where my strong analytical, interpersonal skills and hard work will have a significant impact. The optimal position will provide professional growth and opportunities to contribute.

Academic Qualification

Qualification	Collage/ Institute	Year
BA Degree English Literature	Govt of Kerala	2011
Front Office Operation	Food Craft Institute, Govt. of India.	2007
Plus Two (Science)	Board of Higher Secondary Examination, Govt. of Kerala	2006
S.S.L.C	Board of Public Examinations, Govt. of Kerala	2004

Work Experience

➤ SUPERVISOR

Monsoon Empress

(5* Business Class Hotel) - Cochin, Kerala

December 2018 to January 2022

➤ Front Office Associate

Ibis Kochi City Centre (Accor Group)

(3* Business Class Hotel) - Cochin, Kerala

July 2016 to June 2018

➤ Concierge

Olive Down Town

(5* Leisure Hotel) - Cochin, Kerala

April 2015 to June 2016

➤ Concierge

Taj Malabar

(5* Leisure Hotel) - Cochin, Kerala

April 2007 to March 2008

➤ **Personal/Professional Profile**

- Independent, self motivated, able to take responsibilities and work well under pressure.
- Flexible team player with demonstrated capacity to learn quickly and apply that knowledge effectively.
- Resourceful, with the ability to organize and prioritize multiple tasks.
- Excellent communication skills, able to interact with customers of different nationality and culture.
- Promotes and maintains good public relations.
- Motivates and maintains good staff relations
- Maintains and be guided of hotel policy on credit/lost and found hotel guests properties

➤ **Computer Proficiency**

- ❖ Well versed in OPERA, HOTELIER and INNFINIT Software
- ❖ Well versed in Ms-Office & Good typing and writing skills

Personnel Details

Name of Guardian	: Beera Hussan
Date of Birth	: 28/08/1988
Religion	: Islam
Sex	: Male
Nationality	: Indian
Marital Status	: Married
Height	: 173cms
Languages Known	: English, Hindi and Malayalam

Reference

Mr. Saju Thomas
General Manager
Monsoon Empress,
Cochin.
Ph: +917511100501

Mr. Shinu
Front Office Manager
Accor Group
Dubai
Ph.: +971 55 746 7052

Declaration

I hereby declare that the above information is true to the best of my knowledge and belief.

Place: Dubai
Date

MUHAMMED RAFI K.K