



# AKHIL P JAMES

## Front Office Executive



+971507548728



akhiljames29apr94@gmail.com

Al BAFTA Plaza, Al Mankhool-near ADCB Metro station  
Dubai, UAE

**PASSPORT NO. :** L6953420

**VISA STATUS :** Visiting visa

### CAREER

#### DUTIES & RESPONSIBILITIES

- Meeting and Greeting Clients
- Booking Meetings
- Arranging Couriers
- Keeping the Reception Area Tidy
- Answering and Forwarding Phone calls
- Screening Phone calls

#### LANGUAGE KNOWN

- English
- Hindi
- Malayalam
- Tamil
- Kannada

### OBJECTIVE

Get hold of a position that will give me the ability to relate my sales education to a growing industry. Look forward to working with a corporation that promotes superior products and services;and give me with the chance to meet and go beyond assigned sales goals.

#### 2017-2020

Company  
Location  
Post

- SRT ALPINES BOUTIQUE HOTEL
- ELECTONIC CITY BANGALORE
- FRONT OFFICE EXECUTIVE

#### 2016-2017

Company  
Location  
Post

- KR INN BOUTIQUE HOTEL
- KR PURAM BANGALORE
- FRONT OFFICE EXECUTIVE

#### 2015

Company  
Location  
Post

- TRAVANCORE CEMENTS PRIVATE LTD
- KOTTAYAM, KERALA
- HR DEPARTMENT

#### 2015

Company  
Location  
Post

- INDIGO AIRLINES TRAVELS
- MUMBAI
- HR TRAINEE

### EDUCATION

#### SKILLS

- MS Office
- MS Word
- MS Excel
- Verbal communication
- Highly Professional Attitude
- Customer service
- Adaptable

#### 2014-2016

Bachelor of  
location

#### DON BOSCO INSTITUTE OF MANAGEMENT STUDIES

- Management studies
- Kurla, Mumbai

#### 2011-2013

location

#### HIGHER SECONDARY LEAVING CERTIFICATE

- Kerala

#### 2010-2011

location

#### SCHOOL LEAVING CERTIFICATE

- Kerala

### DECLARATION

I declare that the particulars given above are true of my best knowledge and belief.

**PLACE** DUBAI

**AKHIL P JAMES**