**RESUME**

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**DEVIKRISHNA LAL**

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**Email** [**–**Devuachu16911@gmail.com](mailto:–Devuachu16911@gmail.com)

**CAREER OBJECTIVE**

Seeking a deserving profile in the hospitality industry , where I can deliver my expertise and innovative hospitality skills, while maintaining the integrity and work ethics of the working environment, thereby maintaining the reputation of the organization**.**

**WORK EXPERIANCE**

* FRONT OFFICE EXECUTIVE in TAJ KOVALAM, KERALA
* BUSINESS CONSULTANT in REYMORO TRIVANDRUM
* HR ADMINISTRATOR in MIND AND MUSCLE SECURITY , DUBAI UAE from 01-02-2020 to till date.

**Duties and responsibilities**

* + - VISA processing , SIRA portal , salary portal, payroll, book keeping update spread sheet, data entry , MS office excel, analysing financial data invoice setting , handling company documents etc
    - Designing online adds
    - Perform a wide variety of varied, complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and programmatic support functions in support of assigned department with only occasional instruction or assistance; relieve department head of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
    - Plan and organize work activities; recommend improvements in work flow, procedures, and use of equipment and forms; implement improvements as approved; develop and revise office forms and report formats as required; organize and maintain filing systems.
    - Draft and word process, format, edit, revise, and process a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, ordinances, resolutions, technical and statistical charts and tables, and other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions.
* Proofread, verify, and review materials, applications, records, and reports for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; ensure materials, reports, and packets for signature are accurate and complete.

**EDUCATIONAL QUALIFICATIONS**

* Diploma in Hospitality Travel and Customer service, in Frankfinn institute of Airhostess Training
* Senior School Certificate Examination, Central Board of Secondary Education,2014
* Secondary School Examination, Central Board of Secondary Education,2012

**HOBBIES**

* Dress designing
* Gardening
* Dancing

**STRENGTHS**

* Confidence
* Adaptable
* Punctuality
* Empathy
* Dedication
* Patience
* Respectfulness
* Enthusiasm
* Trust worthiness

**SKILLS**

* Listening skills
* Problem solving skills
* Team skills
* Communication skill
* Customer service skill
* Multitasking skill

**LANGUAGES KNOWN**

* English ,Malayalam , Tamil

**PERSONAL DATA**

Date of Birth : 18 June 1996

Marital status : Married

Nationality : Indian

Passport No : N0176055