

SABEEHE K I

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PROFILE OVERVIEW

I am a **B Com graduate** with significant experience in managing, supervising, front office management, client interactions, handling accounts and financial activities. Also managed a team of staffs in my previous jobs.

CAREER OBJECTIVE

To work in a reputed organization where I can effectively contribute with my skills and improve my knowledge and establish myself.

PERSONAL PROFILE

Date of Birth	: 26-11-1995
Nationality	: India
Marital Status	: Single
Visa Status	: Visit Visa
Language Known	: English, Malayalam, Hindi, Arabic (Read, Write), Tamil(Speak)

STRENGTHS

- Interact with clients
- Ready to work in flexible shifts
- Honesty and punctuality at work
- Hard working and a quick learner
- Interpersonal Skill
- Ready to travel wherever if required

WORK EXPERIENCE

1. Front Office Manager : Hotel Railway Inn, Mumbai, India (June 2018 – May 2021)

- Handling accounts and finance.
- Managing day to day activities and bank transactions.
- Interact with customers and fulfill their needs.
- Handling customer database.
- Handling calls and responding to enquiries
- Checking entry-exit log and emails.
- Arranging travelling facilities for customers.
- Supervising the staff and giving instructions to them

- Develop positive relationship between staffs and management
- Improve the performance of hotel
- Managing purchases and maintenance works of hotel
- Recruiting new staff and provide training for them

2. Supervisor: Rolling Shutter, Kerala, India (January 2017–April 2018)

- Supervising construction works such as fitting shutters and repairing.
- Handling accounts and finance.
- Managing day to day activities and staffs
- Client interaction

EDUCATIONAL QUALIFICATION:

- ❖ **B COM** : Indira Gandhi National Open University (IGNOU) (2013-2016)
- ❖ **PLUS TWO** : Board of Public Examination, Kerala
- ❖ **SSLC** : Board of Public Examination, Kerala

ADDITIONAL QUALIFICATION:

- Certificate Program in Financial Accounting (CPFA)
- Tally ERP 9
- MS Office

IT PROFICIENCY

MS Office: Word, Excel, Power Point

Operating System: Windows XP, Windows 7, Windows Vista

Internet Proficiency