



**ASWATHY MOL S
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CAREER OBJECTIVES

To excel in developing my career in the area of business industry, I would also like to put into practice the knowledge I possess and try to improve it to my knowledge, dedication, confidence, innovativeness and interpersonal skills will stand on for deriving maximum output for the enterprise. I would like to occupy a responsible position in a reputed firm where I can put my potential to good use and where there is more room for learning opportunities. Also have very good interpersonal communication skills and I am a confident and capable presenter.

MY STRENGTH

I'm having good leadership quality, organizing skill and communicative skill.

ACCADEMIC QUALIFICATIONS

QUALIFICATIONS	UNIVERSITY	YEAR & MONTH
S.S.L.C	KERALA BOARD OF PUBLIC EXAM	MARCH -2008
PLUS TWO	BOARD OF HIGHER SECONDARY EXAMINATION	MARCH - 2008-2010
BBA	M.G.UNIVERSITY	APRIL-2014
MBA-HRM	ANNAMALAI UNIVERSITY.	APRIL-(2015-2017)

PROFESSIONAL QUALIFICATION

QUALIFICATION.	INSTITUTE	YEAR & MONTH
LEVEL 5 DIPLOMA IN AVIATION, HOSPITALITY & TRAVEL MANAGEMENT.	FRANKFINN.	JULY-2011.

WORK EXPERIENCE

I worked with Cochin duty-free as a brand executive from 25/07/11 to 30/07/18

DUTIES & RESPONSIBILITIES

- manage guest services
- Assist sales team in business acquisitions, planning, retention and management.

I have 7 months work experience with ALPHA ENT HEAD & NECK HOSPITAL & RESEARCH INSTITUTE as a Guest relation executive officer.

DUTIES & RESPONSIBILITIES

- Directs & coordinates the activities of the Front office department
- To attend Telephone calls (Incoming & Outgoing)
- Scheduling appointments in a professional and timely manner
- Co-ordination with internal as well as external customers / clients
- Handling Billing
- & keeping paperwork organized.

PERSONAL INFORMATION

Date of Birth : 25/05/1992
Sex : Female
Height : 164.5c.m
Religion & Caste : Hindu, Ezhava.
Marital status : Married
Father's Name : Soman C.S (late)
Mother's Name : Geetha Soman
Nationality : Indian
Passport Details : passport no.:- P2096787,Date of issue:-01/07/2016, Date of expiry:-
30/06/2026

LANGUAGES KNOWN

- English, Hindi & Malayalam,(Read, Write, Speak)

DECLARATION

I do here by declare that all the information furnished above are true and correct to the best of my knowledge and belief.

Place :

Date :

ASWATHY MOL S

