

PRASANTH KRISHNAN

PRIYA BHAVAN, KOTTARA,
THACHACODU, MEEYANNOOR P.O.
KOLLAM, KL-691537

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CAREER OBJECTIVE

To achieve a challenging position that will effectively utilize acquired expertise and contribute my efforts for the growth and advancement of the organisation and myself.

PROFESSIONAL SUMMARY

Highly motivated and creative customer service professional with 3-plus-year of experience in two different sectors and environments. Core competencies include decision making, adaptive ability and dedication as well as excellent communication and time management skills. Represent establishment with friendly, professional demeanour at all times.

SKILLS

- English fluency
- Proficiency in MS Office
- Administration and Management
- Customer and Personal Service
- Knowledge of Amadeus Reservations
- Leadership skills
- Capable of working under pressure

EXPERIENCE

KIMS HOSPITALS

Executive Guest and Patient Relationship Officer | Kollam | November 2017- Current

- General administration on hospital functions.
- Maintain scheduling and event calendars.
- Establish work procedures and keep track of daily work of clerical staff.
- Supervise other clerical staff and provide training & orientation to new staff.
- Schedule and confirm appointments for patients.

BHADRA INTERNATIONAL INDIA PVT.LTD.

Customer Service Agent | Chennai International Airport | December 2014-July 2017

- Performing pre-and post-flight administration duties.
 - Constant liaison with Check-in Boarding Gate.
 - Checking entry requirements and coordinating with Cargo and Baggage area.
 - Handling Baggage claims.
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EDUCATION

BACHELOR OF COMMERCE

The Chapter College

Kollam, Kerala | 2016

- Graduated

AISSCE

Sree Gurudeva Central School CBSE

Kollam, Kerala | 2012

- Passed with second class in Commerce stream.

AISSE

Sree Gurudeva Central School CBSE

Kollam, Kerala | 2010

- Passed with second class.

PERSONAL DETAILS

Father's Name	Krishnan Achary
Mother's Name	Ramayammal Krishnan
Date of Birth	26 November 1994
Sex	Male
Nationality	Indian
Languages Known	English, Malayalam, Tamil, Hindi
Marital status	Unmarried
Passport No.	L7778605
Date of Issue/Expiry	17/03/2014; 16/03/2024

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Place : Kollam, Kerala

Prasanth Krishanan

Date : 20/07/2019