


## SARATH RAJ P.R

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### Career Objective

As a person with high enthusiasm, my career objective is to work in a reputed organization in which I will be able to effectively apply my skills and acquired knowledge for the growth of the organization and myself.

### Permanent Address:

Puthenpurakkal House  
Thekkanmalipuram  
Azheekal P.O. Vypin, Ernakulam  
682508

### Personal Data:

Date of Birth : 11-07-1995

Sex : Male

Religion : Hindu

Father : Rajeev PP

Mother : Asha VR

Nationality : Indian

Marital Status : Unmarried

Mother Tongue : Malayalam

Languages Known : Malayalam,  
Hindi, Tamil & English

Driving License : Indian

### Personal Traits

- Believe in Team Work
- Responsible with a will to work and complete it with a personal satisfaction
- Ability to work with and lead a team.
- Hardworking, Positive Attitude, Co-operative.
- Good Communication Skill.
- Ability to quickly adapt to any kind of situation.
- Self-confident

### Educational Profile

- Diploma in Hotel Management [Barath Sevak Samaj]
- MBA-HRM [Bharathiyar University] Perusing
- B.com [William Carey University]
- HSC [Kerala Board]
- SSLC [Kerala Board]
- Amadeus [crs]
- HSE Engineering Techniques [Barath Sevak Samaj]
- 2 Days training done at Kerala Tourism dep.

***Best Employee Award for the Month of August 2018 from Le Maritime Kochi***

## Work Experience - 2.6 Years

Property	City	Designation	Experience	
			From	To
Somatheeram Ayurvedic Health Resort	TRV	Trainee & FOA	Dec 16	Feb 18
Le Maritime Kochi	COK	FOA	Jul 18	Mar 19
HVL Pest Services Pvt. Ltd.	COK	Operation Executive	20-03-2019	Cont.

## Computer Skills

- Winhms – PMS
- Hotelier – PMS
- M.S. Word
- M.S. Excel
- Visual Basic
- Internet, Email etc.

## DUTIES AND RESPONSIBILITIES

- Ability to stay calm under pressure
- Neat and professional appearance
- Effective written and verbal communication
- Actively looking for ways to help people
- Problem assessment
- Creative problem solving
- Leadership abilities
- Report and document preparation
- Records management
- Inventory management
- Time management, Scheduling
- Decision making
- Space management
- Establish and improve the reputation of the hotel by offering a very personalized style of service as per the hotels standard operating procedures.
- Develop and maintain positive working relationships with others, and support team to reach common goals.
- Answer phone, direct to appropriate person and / or take messages.
- Maintaining the entire sales correspondence data base.
- Ensure prompt responses for all enquiry through telephone, fax and emails.
- Perform all duties as deemed necessary for the success of the department.

## Area of Interests

- Hotel Operations
- Front Office Operations
- Administration
- Human Resource Management

## Reference

- Ms. Sherly Thomas - FOM  
SomatheeramAyurvedic Health  
Resort Tel: +919447329930
- Ms. Sangeetha G Pillai - Former  
FOM Le Maritime Kochi  
Tel: +919567279393
- Mr. Rajan Daniel – HRM  
SomatheeramAyurvedic Health  
Resort Tel: +919447329944

## Extra-Curricular activities

- Guest Service
- Driving
- Song listening

## Declaration

I hereby declare that the above given information are correct to the best of my knowledge and belief. I will produce all supporting documents in original on demand.

**Place : Ernakulam**

**Sarath Raj PR**