CHELATTUKUDY HOUSE, CHELAD [P.O] 

KALLAD, KOTHAMANGALAM

ERNAKULAM [DT]

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**EMILNA ELDHOSE**

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| Objective |  | * Seeking a challenging career with a progressive and result oriented organization that encourages continuous learning and development, exposure to new ideas and creative working using advance techniques and tool, leading to a steady profession growth.
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| STRENGTH AND Abilities |  | * Strong computer skills.
* Strong knowledge and experience in Front office Handling/Guest Relation.
* Ability to deal with persons inside and outside the organization.
* Ability to plan, organize and prioritize work.
* Time management skill
* Willing to learn and improve constantly.
* Quick learner
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| AREA OF INTEREST  |  | Guest Relation & Front desk management * Aviation & Hospitality Management
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| Education |  | diploma in aviation & hospitality management(Winstra Institute of career Studies Thrissur)Higher SECONDARY KERALA state board from St.stephen ghs keerampara, kothamangalamsslc KERALA state board St.stephen ghs keerampara, kothamangalam |
| PROFESSIONAL EXPERIENCE |  | * Worked as a front office assistant in Hill Palace Hotel&Spa from 8th January 2018 to July 31st 2018
* Worked as front office assistant in Hotel NM Royale county, Cochin from from 2016 October 9th to 2017 August 13th.
* Worked as Trainee – in Le Meridien, Ernakulam from June 2016 to October 2016.
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| SOFTWARE PROFICIENCY |  | * Have proficiency and working experience with front office software Hotsoft and Hotelier
* MS OFFICE: Word, Excel, Power Point etc.
* PLATFORMS: Windows 7, 8, 8.1 etc.
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| PERSONAL PROFILE  |  | Name Emilna EldhoseFather’s Name Eldhose C PSex FemaleReligion Christian, Jacobite Date of birth 24/10/1997Martial Status single   |
| Communication |  | * Able to handle English, Malayalam, Hindi & Tamil.
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| Declaration |  |  I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars. |

Place: Cochin

Date: