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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. |
| 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 |
| AREA OF INTEREST |  | Guest Relation & Front desk management  * Aviation & Hospitality Management |
| 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. |
| 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. |
| PERSONAL PROFILE |  | Name Emilna Eldhose Father’s Name Eldhose C P  Sex Female  Religion Christian, Jacobite  Date of birth 24/10/1997  Martial Status single |
| Communication |  | * Able to handle English, Malayalam, Hindi & Tamil. |
| 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: