

# **CURRICULUM VITAE**



## **Lithin Thankachan**

Madathil (H),  
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India

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## **OBJECTIVE**

Leverage on the superior professional training and hand on exposure in the hospitality industry to seek a challenging assignment. To work for a progressive organization this could provide me with the opportunity of having a continuous growth and achieving company's objectives.

## **PERSONAL PROFILE**

- Possess highly polished communication, interpersonal and leadership skills
- Ambitious, career driven, innovative and have the ability to stimulate new ideas.
- Flexible and thrive in atmosphere demanding excellence, autonomy and string in team building skills.
- An Individual committed to sheer hard work
- Enthusiastic and energetic at all phase of life
- Willingness to learn and keep myself ahead with the latest skills in my field
- An asset to the organization in which I serve

## **EDUCATIONAL ATTAINMENT**

- I have done B B A in Airport and customer caremanagement from, Kerala.
- +2 from Board of Higher Secondary Examinations, Kerala
- S.S.L.C from Board of Public Examinations, Kerala

## **PROFESSIONAL QUALIFICATION**

- B B A in Airport and customer care management from Bharathiyaruniversity Tamilnadu

## **PROFESSIONAL EXPERIENCE**

- I have 1 year experience in Mercy hotel as front office supervisor from april 2019 to march 2020
- I have 1 year experience in THE DREAM HOTEL as Front office supervisor From Februari 2018 to march 2019
- I have 1 year experience in Hotel Golden dragon as restaurant cashier. From april 2017 to January 2018
- I have two years experience in front office assistant at Hotel SAAS TOWER Cochin. From December 2014 to February 2017

## **DUTIES & RESPONSIBILITIES**

- Assist guest with a pleasing attitude and positive energy
- Investigates complaints regarding service and equipments and takes corrective action
- Coordinate with other department during the day & night.
- Answer the guest call within the standard ring.
- Ensuring guest satisfaction with their queries.
- Provide information about hotel service to guest.
- Attends staff meetings to discuss company policies and guest feedbacks.

## **COMPUTER KNOWLEDGE**

- Basic computer knowledge in MS Office – MS Word, Excel, PowerPoint& Internet
- Software packages Opera, Infinity & Hot soft

## **INTERPERSONAL SKILLS**

- Patience, creative and dedicated
- Good relationship builder
- Sense of responsibilities
- Look for new ideas
- Honesty
- Self confidence

**PERSONAL PROFILE**

Date of Birth : 11-04-1992  
Nationality : Indian  
Religion : Christian  
Sex : Male  
Marital Status : Single  
Languages Known: English, Hindi, Tamil, and Malayalam

**PASSPORT DETAILS**

Passport Number : R 1445966  
Date of Issue : 28-06-2017  
Date of Expiry : 27-06-2027

**DECLARATION**

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

Place: Cochin

Date:

**Lithin Thaankachan**