

# PRIYA.K.P

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## Objective

To put my knowledge and abilities to organizational goals to achieve its best that enable me to seek very challenging position in the organization and produce my best to the corporate growth.

## Experience Summary

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- Office Assistant at Ababeel Wing Tours & Travels February 2010 to June 2012
- Security Officer at Jumeirah International LLC December 2013 to February 2016
- Front Office Executive at HCL Comnet (Manpower) November 2017 to June 2018
- Facility Executive at HCL Comnet & HCL Technologies (JLL) July 2018 to January 2019
- Guest Relation and MIS Executive at EY (SODEXO India Service Pvt Ltd) February 2019 to 31<sup>st</sup> Dec 2021.

## Work Experience

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EYGBS (INDIA) LLP, INFOPARK, KOCHI

### EY Responsibilities Handling

- Guest relation, Arrange transportation for guests, Front office handling, Help desk ticket handling, Event management.

### SODEXO India Service Pvt Ltd Responsibilities Handled

- Daily report, Administration support, HR support, Petty cash handling, Vendor management, Invoice handling, Maintain and order office supplies, Purchase Order creation for Vendor, Receive invoices and process the vendor invoice for payment, Courier management .

HCL COMNET LTD, COCHIN & HCL TECHNOLOGIES LTD INFOPARK

(Under HCL Contract Employment- JLL)

### Responsibilities Handling

- Taking care of the entire Administrative responsibilities of HCL Comnet, Cochin and HCL Technologies Ltd, Info Park, Kakkannad.

HCL COMNET LTD, COCHIN

(Under HCL Contract Employment –Manpower group services)

### Responsibilities Handled

- Taking care of the entire Administrative responsibilities of HCL Comnet, Cochin.

JUMEIRAH INTERNATIONAL LLC, DUBAI

### Responsibilities Handled

- Guest relations, Customer care, Office assistance, taking care of Lost and Found and Receptionist.

## ABABEEL WINGS TOURS & TRAVELS, KALOOR, ERNAKULUM

### Responsibilities Handled

- OFFICE ADMINISTRATION.

### Education

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- BA Political Science (2006) from Maharaja's College (Mahatma Gandhi University)

### Additional Qualifications / Computer Skills

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- Tools: MS Word, MS Excel, Tally ERP 9, MS Office 2010, 13, 16,
- Operating System: Windows XP, Vista, Windows 7/10

### Interest / Activities

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- Music, Teaching

### Extra-Curricular Activities

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- Was a member of National Cadet Corps and had attended All India N.C.C. Girls Trekking Expedition in the Nigari conducted by N.C.C. Directorate, Tamil Nadu, Pondicherry and Andaman
- Had attained B Certificate with "B Grade" from N.C.C

### Personal Details

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Name	Priya K P
Age	36 Years
Date of Birth	27 <sup>th</sup> October 1985
Marital Status	Married
Husband Name	Bibin Babu
Passport No	K 6443324
Languages known	English and Malayalam (Native)

### Declaration

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I hereby solemnly affirm that the particulars furnished above are true to the best of knowledge.

Place: India

PRIYA K P

Date:

### References

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Benumon GS  
Site Manager  
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