

Ashna Antony

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Summary

2 years experience as Front Office Executive

Experience

Front Desk Receptionist

Aswani Lachmandas Group • Ernakulam

07/2017 - 01/2019

- Provided customer service and was involved in training new team members each month
 - Offered strong customer service skills, keeping customers satisfied and increasing sales by an average annually
 - Worked with departments across the company, including marketing and project management, in developing new ideas, initiatives, products, and services
 - Maintained a clean and safe work environment, resulting in a reduction in complaints filed with management and a increase in crew satisfaction
 - Executed company policies, procedures, and safety standards to ensure the proper cleanliness and safety of the office and equipment
 - Developed relationships with new staff members, and assisted existing staff members in their career development
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Skills

Customer service, Communication skills, Time management, Computer literacy, Documentation review, Guest services, Leadership

Education

Plus Two

St. Antony's Higher Secondary School • Ernakulam

Certificates

Certificate Course In Hospital Administration From ISSD
