



A Bright ambitious and highly motivated

Professional with a zeal to learn something new every day. A born organizer and Multi- Tasker with a smooth and likeable personality.

Noted for being an effective team player and dedicated worker who strives towards professional as well as the organizational Excellence.

PROFESSIONAL SKILLS

- Strong organizational skills
- Administration & communication
- General reception
- Work load & time management
- Excellent telephonic manners
- Dedicated, driven and proactive
- Confident communicator
- Strong interpersonal skills
- Great at presentation & details

PERSONAL DETAILS

- INDIAN
- Born on September-09-2000

TECHNICAL SKILLS

- MS Outlook
- CRS
- SYSCON

ANJALI P R

+91 8590834446

JOB Experience

- * 1 Year experience in GUEST SERVICE ASSOCIATE (FRONT OFFICE DEPARTMENT) Hotel ABAAM CHELSEA Kakkanad.
- * 3 months of experience in GUEST SERVICE ASSOCIATE (FRONT OFFICE DEPARTMENT).

Duties :

- * Deals with types of customers ,take them seriously
- * Take care of each and every customers
- * Deals with telephone calls ,as well as screening and forwarding calls .
- * Welcoming and assisting visitors in a friendly and professional manner,
- * Creating GRC and preparing bills for the guest

EDUCATION

**BACHELOR'S OF TOURISM AND TRAVEL MANAGEMENT
MG UNIVERSITY (2018-2021)**

**Secondary Education-
Board of exams -Kerala**

**14 days of IN HOUSE AVIATION TRAINING
COMPLETED**

SOFT SKILLS

- Quick learner & hard-worker
- Dedicated & detail oriented
- Team-player & likeable personality
- English, Malayalam ,Hindi

INTERESTS

- Reading books and articles
- Drawing and Painting
- Listening songs

SUMMARY STATEMENT

My work-experience across multiple organizations and at various roles has blessed me with a strong understanding of hospitality and service industry which helps me greatly while attending to customers and visitors, on calls or during face-to-face interactions.

I am kind by nature and interested in meeting new people. Helping, assisting, organizing and managing gives me professional satisfaction and I enjoy my work.

I am looking forward to challenging assignments and responsibilities, where I can put my experience and inter-personal skills to an optimal use.