

RAHUL RAJAN

ASSISTANT SUPERVISOR



CONTACT

- +91 9961951164
- rahulkakoor179@gmail.com
- Kerala, India

ACADEMIC CREDENTIALS

- 2021** ● **HOSPITAL ADMINISTRATION**
 - International School of Skill Development (ISSD)
- 2016 - 2019** ● **BACHELOR OF DEGREE IN TOURISM AND HOSPITALITY**
 - Mahatma Gandhi university
 - Sree Sankara college, Kalady, India
- 2015 - 2016** ● **PLUS TWO**
 - G H S S Kuttamassery
 - Board of Higher Secondary Examination, Kerala, India
- 2014** ● **SSLC**
 - Mahatma Gandhi university
 - At Sree Sankara college, Kalady

INTERNSHIP/ACHIEVEMENT

- 10 days internship experin at food production
- 15 days internship experin at GMC Travel Solution Company pvt Aluva
- 30 days internship at Casa Rebera Resort

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS



EMPLOYMENT CHRONICLE

PUBLIC RELATIONS OFFICER (PRO) | Present
LAKSHMI HOSPITAL ALUVA, KERALA, INDIA

RESPONSIBILITIES

- Studying the organization's objectives, promotional policies, and needs to build public relations strategies that influence public opinion and promote products, ideas, and services.
- Preparing and editing organizational publications, including employee newsletters or stockholders' reports, for internal and external audiences.
- Updating and maintaining Web content.
- Planning or directing the development of programs to maintain favourable public and stockholder views of the organization's agenda and accomplishments.
- Establishing and maintaining relationships with consumer, community, employee, and public interest groups.

ASSISTANT SUPERVISOR | 1.8 Years

BETHANIA RESORTS ATHIRAPPIL, KERALA, INDIA

RESPONSIBILITIES

- Reporting to the Supervisor or other senior managers as required.
- Liaising between the Supervisor and other employees.
- Hiring and training new employees.
- Establishing business knowledge and awareness of shared company goals.
- Monitoring both individual and team job performance metrics.
- Providing staff with technical guidance and assistance.
- Relaying productivity concerns to the Supervisor.
- Preparing job descriptions and work schedules.
- Assisting with other administrative tasks, when required.
- Supervise operation of equipment and various gadgets of company and provide periodic and on-demand maintenance to ensure proper working of equipment's.

AREA OF EXPERTISE

- Front Office Management
- Food production
- Tourism Marketing
- Human Resource Management
- Tour Guiding and Escorting

COMPUTER PROFICIENCY

MS Word ★★★★★

Internet & Email ★★★★★

Basic Operation ★★★★★

LANGUAGES KNOWN

English 100 %

Malayalam 100 %

French 40 %

Tamil 40 %

INTERESTS



Songs



Travelling



Reading

REFERENCE

- Available upon request

- Verify counting, sorting and depositing of cash revenues and prepare all audit documentation procedures.
- Perform all duties of manager in absence or when necessary to ensure routine performance and operation of all activities of company.
- Assist departments to efficiently handle ledgers, registers and other accounting data in computer aided environment.

PERSONALITY TRAITS

- Ability to work with complete affection and attention
- Ability to work as in individual as well as in group.
- Leadership skill (Patrol leader, Bharat Scout and Guides, since 2010-2014)

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**-Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 06/04/1998
Nationality : Indian
Marital Status : Single
Address : Kakkoor House
South Vellarapilly P O
Thattanpady, India - 683580

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

Date:

Place:

RAHUL RAJAN