



APARNNA G

Motivational leader and organizational problem solver with advanced supervisory, team building and customer service skills. Experience stepping into roles and quickly making positive changes to drive company success. Focused on using training, monitoring and morale-building techniques to maximise employee engagement and performance.

EXPERIENCE

❖ FRONT OFFICE MANAGER

**HOTEL HIGHWAY GARDEN DRIVE IN PVT.LTD,
COCHIN/ AUGUST 2022-AUGUST 2023**

- Responsible for managing the daily operations of the Front Office , including greeting guests, answering phone calls and emails.
- Provided leadership to ensure that all front office team members are delivering excellent customer service

❖ FRONT OFFICE ASSISTANT

**CORAL ISLE COCHIN, COCHIN/ OCTOBER 2021-
AUGUST2023**

- Greeted customers and provided assistance with enquiries.
- Orgnised filing system for customer records and documents



Ambadi(H),
Pulappatta,
Palakkad,
Kerala-678632



8590933198



aparnnag415@gmail.com



LANGUAGES

- Malayalam
- English
- Hindi
- Tamil

PERSONAL DETAILS

D.O.B -
23/11/2000
GENDER
- FEMALE
NATIONALITY -
INDIAN
RELIGION
-HINDU
MARITAL STATUS
-MARRIED

- Answered incoming calls, responded to voicemails and transferred calls as needed.
- Scheduled appointments for clients and staff members.

❖ **AYURVEDA THERAPIST** **SITARAM BEACH RETREAT, THRISSUR/ OCTOBER 2019- MARCH 2020**

- Conducted initial assessments of clients to determine presenting issues. And develop treatment plans.
- Facilitated group therapy sessions for clients with similar issues or diagnoses.

EDUCATION

❖ **B.VOC TRAVEL&TOURISAM** RABINDRANATH TAGORE UNIVERSITY, MADHYAPRADESH July 2020


❖ **AYURVEDA NURSING& PANCHAKARMA** AMALA INSTITUTE OF MEDICAL SCIENCE, THRISSUR July 2019

❖ **PLUS TWO** NSS HSS MULLURKARA, THRISSUR March 2018

❖ **SSLC** NSS HSS MULLURKARA, THRISSUR March 2016

ACHIEVEMENTS

Best employee of December 2022





(HOTEL HIGHWAY GARDEN)

DECLARATION

I HERE BY DECLARE THAT THE ABOVE
MENTIONED INFORMATIONS ARE TRUE AND BEST
OF MY KNOWLEDGE AND BELIEF.

