



ELVIS ELIAS

ADMINISTRATION

My Contact

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📍 **OMAN ,MUSCAT**

🏠 **KERALA,INDIA**

Hard Skill

- Managing the Department
- Marketing activities
- Customer Support
- Revenue Generating
- Leading & supporting the Team

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- **Jaipur University India**
MBA (Hospital Administration)
Pursuing 2 ND YEAR
- **MG University India**
BA English Literature

Completed in 2016
- **Kerala Board of Higher Secondary India**
Higher Secondary
Completed in 2013

About Me

I have 8 Year experience in Administration's, Customer Service ,sales & Marketing .Seeking a position to put my effort , skills and knowledge continuously for the enhancement of the company's success and for my individual growth as well.

Personal Information

- Date of birth : 13/07/1993
- Nationality : Indian
- Religion : Christian (LC)
- Marital Status : MARRIED
- Languages Known : English, Hindi, Tamil & Malayalam

Professional Experience

Badr Al Samaa Group of Hospital | Administration

08 Mar 2021 – 25 FEB 2023

Key responsibilities:

- Take care of Visa medical Department
- Multi-tasking Marketing & Customer support
- Prepare reports on the above information and communicate the insights of these reports to the broader business
- Conducting Revenue Generating activities
- Handling cash counter, stock checking, answering telephone

Cinepolis India Pvt Ltd/Patron Delight Officer

10 JUN 2016 – 17 AUG 2019

Key responsibilities:

- Leading a team of 50 employees
- Relationship Building
- Giving Training
- Multi-tasking

Cochin International AIRPORT| Customer Service Executive

18-FEB 2015 – 27 DEC 2015

Key responsibilities:

- Assis passengers with self-service check-in Kiosks
- Observed financial performance and identified trends
- Prepared reports on the above information and reported the insights.