



# SAYUJYA SURESH

## GUEST RELATION EXECUTIVE

### PERSONAL INFO

Highly motivated BA English graduate with a keen interest in digital marketing, seeking a challenging Guest Relation Executive position to utilise my effective background in administration and clerical experience. I am eager to contribute my excellent communication skills and attention to detail to provide support and contribute to the operation of the office.

### CONTACT

- +918129257931
- sayujyasuresh4dec@gmail.com
- Kathalimattathil (H)  
SH Mount PO, KOTTAYAM

### SKILLS

- Verbal and written communication
- Clerical and administrative experience
- Knowledge of digital marketing tools
- Familiar with SEO, SEM, Email marketing and content writing
- Ability to work independently and collaborately.
- Willingness to learn new things.

### LANGUAGE

- English
- Malayalam
- Tamil

### CERTIFICATION

- Digital Marketing
- Hospital Administration

### REFERENCE

- Niyas P.U - Academic Tutor  
Avodha Edutech, Kochi  
niyas25dec@gmail.com  
+917559825161

### EXPERIENCE

- GUEST RELATION EXECUTIVE** 2023-24  
*SANJEEVINI LIFE CARE VILLAGE, ERNAKULAM*
  - Worked as Front Desk Receptionist and resolved guest inquiries and complaints efficiently.
  - Scheduled appointments and meetings, maintaining the reception area's organization and professionalism.
  - Assisted in administrative tasks such as data entry, filing, and photocopying, supporting the smooth operation of the office.

### EDUCATION

- MA. ENGLISH** PPRESENT  
*Indira Gandhi National Open University*
- HOSPITAL ADMINISTRATION** 2023  
*Avodha Edutech, Kochi*
- DIGITAL MARKETING** 2023  
*Digiperform, Kochi*
- BA. ENGLISH LANGUAGE AND LITERATURE** 2020-23  
*MG University/ BK. College for women, Amalagiri*
- HIGHER SECONDARY** 2018-20  
*Science/ S. H.Mount H.S.S, Kottayam*
- SECONDARY SCHOOL LEAVING CERTIFICATE** 2018  
*D.V.V.H.S.S Kumaranalloor, Kottayam*

### DECLARATION

I hereby declare that all the above information is true and correct to the best of my knowledge.