

U.Lokesh Kumar

Admin & Front Office Executive - Virgo comfort homes & Hotel Regency

Chennai, Tamil Nadu

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- To work in a challenging environment where my skills and knowledge are utilized for the growth of the organization.

Willing to relocate to: Chennai, Tamil Nadu

Work Experience

Administration & Front Office Executive

Virgo comfort homes & Hotel Regency - Chennai, Tamil Nadu

December 2015 to Present

Experience: 1st Dec -2015 to Till date

Asians Place hotel

Administration & IT Assistant

VENUS HOTELS CONSULTANTS : Virgo comfort homes hotels & Hotel Regency

September 2014 to December 2015

Admin & Front Office Executive

Admin & MIS Executive

Fiesta Car Rentals & Logistics

April 2013 to April 2014

Experience: 1 year (28th April 2013 to 23rd April 2014)

Fiesta Car Rentals & Logistics (P) Ltd

Mis Executive Responsibilities:

- > Daily and Monthly Sales Report to COO& Accounts.
- > Sales Vs Car Hire Report to Accounts.
- > Daily and Monthly Fuel Report to COO.
- > Monthly Fuel Vs Car Hire Report to Accounts.
- > Stock Maintenance Report to Accounts.
- > Vendor Payments Report to Accounts.
- > Daily and Monthly Unit Report to COO& Accounts.
- > Raise and Summit Invoice to Client.

HTC Global Services (IT):

PPQC Administrator (Project Production Quality Control)

HTC Global Services

March 2011 to April 2012

Experience: 1 year (11th March 2011 to 30th April 2012)

Education

BBA

TMG college of Art And Science

2008 to 2011

Computer Education

Institute /Affiliation

2009 to 2010

Govt Hr Sec School

2007

S.S.L.C

Jaigopal garodia national Hr Sec School

2005

Skills / IT Skills

- EXCEL (6 years)
- POWERPOINT (6 years)
- WORD (6 years)
- Communication skills
- English
- Microsoft Word
- Customer service
- Microsoft Excel
- Typing
- Computer skills

Additional Information

Skill Set

Application: MS-Word, MS-PowerPoint.

Specialization: MS-Excel (Five Year's Experience)

Key Skills

- ❖ Possess exceptional work ethic and organizational skills.

- ❖ Highly adaptable to new methods, work procedures & eager to meet new Challenges.
- ❖ Self-Starter with solid planning and Problem Solving skills.
- ❖ Can handle multiple priorities and deadlines independently.