

RESUME

SRAVANI V

**Address: 40-A Sameem Garden,
Ramachettypalayam, Coimbatore -641010**

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Mobile No. 8939585774

Objectives:-

I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.

EDUCATIONAL ACADEMIC QUALIFICATION

Degree/ Course	Name of the Institution and School	Year
BBA	Tamilnadu Open University	2017
HSC	Kesari Hr.Sec.School	2011
SSLC	Kesari Hr.Sec.School	2009

EXPERIENCE

- ❖ Dominos 13.11.2011 to 25.11.12 Gold Team Member
- ❖ Oriental cuisines 12.11.2012 to 05.01.2016 MIS
- ❖ TFS 04.04.2016 to 17.02.2018 Senior Crew Member
- ❖ Pratap plaza 19.02.2018 to 28.01.2020 Banquet Coordinator
- ❖ Ola foods private 06.12.2020 to 14.03.2022 Asst Manager
- ❖ Reports Handling Stock Management wastage Report Management

JOB RESPONSIBILITIES

- Welcome guests and assist with their request upon arrival.
- Handles all guest interactions with the highest level of hospitality and professionalism, accommodating special requests, assists guests in all inquiries in relation to hotel services.
- Responds to all guest requests in an accurate and timely manner.
- Perform cashiering functions such as check out, currency exchange etc. in a courteous and efficient manner.
- Perform Front Office Operations such as delivery and collection of facsimile, messages etc.
- Attend Reservation calls and effective processing of the same
- Works harmoniously and professionally with co-workers and supervisors

TECHNICAL SKILLS

- ❖ Outlook, MS Excel
- ❖ Basic of Computer

SOFTWARE SKILLS

- ❖ SERVER SMART

PERSONAL SKILLS

- ❖ Problem solving abilities
- ❖ Self-Motivated
- ❖ Good Communication skills
- ❖ Ability to cope with different situations
- ❖ Team facilitator
- ❖ Confident and Determined

Personal Profile

Name	:	SRAVANI V
Father's Name	:	Malakondaiah
Date of Birth	:	05.04.1993
Gender	:	Female
Nationality	:	Indian
Marital Status	:	Married
Spouse Name	:	Surya Sundaram
Religion	:	Hindu
Languages	:	English, Tamil, Telugu & Hindi

Declaration

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Place :

Date :

(SRAVANI V)