

# **RESUME**

## **S.SAI VAMSI KRISHNA**

D.No: 5-23

Sri Lakshmi Nilayam,  
Kondapur, Hyderabad -  
500084

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## **CAREER OBJECTIVE:**

- **To have a long and successful career, seeking a challenging position with opportunities for career advancement and to work with sincerity and dedication to the best of my ability with the objective of contributing to the organization as well as enhancing my own personal growth and assure to give a professional environment to my colleague.**

## **EDUCATIONAL QUALIFICATIONS:**

- **Completed B.Sc. Hotel Management & Catering Science in Southern International Hotel Management Academy In 2018, which is affiliated to Bharathiar University, Coimbatore. (Specialization in HOUSE KEEPING & FRONT OFFICE)**
- **Completed Intermediate in Gowtham Jr. College, which is affiliated with Board of Intermediate Education.**
- **S.S.C from Aravinda Vidyalayam.**

## **INDUSTRIAL EXPOSURE:**

- **Worked in FRONT OFFICE at Leonia Holistic Destination Hyderabad.**  
~ I greet guests as they arrive at the hotel. check guests in and out and give them their room keys. Taking bookings (by telephone or email), prepare bills and take payments.
- **Worked in RGI Airport as a passenger service associate (P.S.A)**  
~ Assists passengers with reservations, ticketing, and adjustments to itinerary. Greets passengers and provides necessary travel and gate information. Keep passengers informed and make announcements to ensure important information is communicated about their itineraries, flights, and luggage.

- **Worked as an AO&CS EXECUTIVE in INDIGO AIRLINES from 13<sup>th</sup> AUG 2019 to 21<sup>st</sup> July 2022.**
  - ~ Handles incoming calls or inquiries from prospective customers or clients.
  - ~ Provides customers with additional information or explains services.
  - ~ Handling HOUSEKEEPING department team & maintaining their roster timing and leaves.
  - ~ Marinating store, ordering stock from vendors, and following proper ratio of disinfection chemicals.
  - ~ I will make sure the Aircraft is clean & Hygiene as per the company standards.
- **Working as a FACILITIES EXECUTIVE in Phenom People PVT LTD from 25<sup>th</sup> July 2022 to till date.**
  - ~ Maintaining Housekeeping Staff Shift timings and their Roles and Responsibilities.
  - ~ Regular Maintenance of AC Units, Pest Control and Office Equipment.
  - ~ Arrangements for Events, Purchase of Material and event management.
  - ~ Venue and rooms booking for Outdoor events and taking care of arrangements.
  - ~ Monitoring Parking area and Office Premises.
  - ~ Overseeing and agreeing contracts and provider for services including security, catering, cleaning etc.,
  - ~ Weekly PF approvals of employees.
  - ~ Preparing Relieving and experience letters for Revoke employees.
  - ~ Updating Insurance and ID Card details of New Joiners and Corrections of existing employees.
  - ~ Coordinating with insurance company for Claim Reimbursement of employees.
  - ~ Handling Cabs services provided to the employees.
  - ~ Handling Swap and Revoke laptops and maintaining proper data of Laptops and Company Mobiles.

### **ACHIEVEMENTS:-**

- Selected as a "Lead Dancer in **Spirit of Vizag**" Event.
- Achieved a winner prize in "**Chess competition**".
- Worked as Facility Executive in **IFR (International Fleet Review)** which is organized by **Indian Navy**. (2016)
- Worked as Facility Executive in **Defense expo2018** which is organized by **Indian Army** in Chennai (2018)
  - ~ My responsibility in both above events are to be as a HOUSEKEEPING & FRONT OFFICE EXECUTIVE and HANDLING VISITORS & CUSTOMERS as per Defense army norms.

### **CAPABILITIES AND SKILLS:-**

- Can work united with other staff members and can handle any situation.
- Able to maintain team management & their shift timings & grooming standards.
- Able to multitask and would like to learn new things and improve myself.
- Can work for long hours & rotational shifts with Patience & Dedication.

**PERSONAL PROFILE:**

Name	: S. Sai Vamsi Krishna
Father's Name	: Ramesh Babu (Late)
Date of Birth	: 28 April 1997
Gender	: male
Marital Status	: Married
Nationality	: Indian
Languages Known	: English, Hindi& Telugu
Hobbies	: Playing chess & Dancing

**DECLARATION:**

I hereby declare that all the above information is true to the best of my knowledge.  
Looking forward to serving your esteemed organization.

**Date : 25/07/2023**

**Place : HYDERABAD**

**(S.SAI VAMSI KRISHNA)**