

HARSHITHA

Full stack developer

CONTACT

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SUMMARY

Experienced and accomplished front office Manager with more than 10 years of experience looking to leverage extensive background in quality guest service and good communication into a new role.

SKILLS

- C++
- java
- Python
- linux

EDUCATION

2023-2026

bharathiyar university

BSC.COMPUTER APPLICATION

EXPERIENCE

Part time job

Billing counter (2022-2023)

- Evaluated task force project of improvement for front office department
- Supervised daily shift process
- Ensured that all team members and adhered to standards operating procedures.

Accounts Receivable Specialist

Timmerman Industries (2014 - 2015)

- Veridies discrepancies and resolves any billing issues in a timely manner
- Organizes and maintains accounting records responsible for gathering

Asst. Front Office Manager

Warner & Spencer (2016 - 2021)

- Count all employee daily cash and depositing money into the company bank account
- Inform all front office staff of daily activities, group and VIP arrivals as well as special requests and repeat guests.