**SHREYAS SOHUR**

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Pamplemousses, Notre-dame,

Residence Baillache,

NHDC C11

***Professional Summary*** : Self-motivated and efficiency-driven approach to handling problems. Highly organized with good multitasking, prioritization and critical thinking skills. Respect for customers and can provide good professional relationships with clients as I have experience in customer and personal service. Experienced with conflict resolution and passionate for IT based works. I also have a good computer literacy, effective planning and good time management.

***Personal Summary*** : Currently 20 years old, Gender - Male Nationality - Mauritian, Maritial status- Single. My hobbies are fitness, music, movies.

***Skills :***

・ Computer Literate

・ Word processing

・ Document control

・ Scheduling

・ Recordkeeping

・ Problem-solving skills

・ Time management

・ Communications

・ Customer service

・ Team-player

・ Software skills(Photoshop and other)

***Work Experience:***

**Job Title** : Front Office Assistant

**Employer** : Maritim Resort & Spa – Balaclava

**Start Date -** Nov 2019

**End Date** – Jan 2020

**Job Duties and Responsibilities**: The front office assistant is responsible to provide fast, efficient, courteous service at all times to guests. I was assigned to the daily duties of the reception and telephone handling effectively and deals with all guests' queries by providing accurate information and proper follow up.

**Job Title** : Photographer Assistant

-Currently working during weekends

**Job Duties and Responsibilities**: To click photos, adjust lighting for the shots and help main photographer in photo shoot.

***Education :***

**SC Grades :**

English - THREE

French - THREE

Computer Science - SIX

Economics - SIX

Physical Education - SIX

Mathematics - EIGHT

Principles of accounts – EIGHT

**Hsc Grades** : Hsc Pro - PASS

**Diploma course –** Diploma in interactive and digital media

**University –** Polytechnics Mauritius

**Currently a full-time student till 2023**

L***anguages:***

**· English**: Fluent and good in writing

**· French**: Good

**· Hindi**: Good

**· Creole**: Good