

Jishnu

Janardhanan S



Contact



+91 7550242714



sjjishnu@gmail.com



No: 10/B Oragadam cross street,
Venkatapuram, Ambattur,
Chennai-600053

Education

Bsc. In Catering and hotel administration / 2018

Benson College of Hotel
Management Ambattur,
Chennai.

Bsc. In Computer Science / 2016

Sriram College of arts and science
Veppampattu, Thiruvallur.

H.S.C / 2013

St. Joseph's Matric HSS,
Ambattur, Chennai.

SSLC / 2011

St. Joseph's Matric HSS
Ambattur, Chennai.

Core Qualifications

- Outstanding front office clerical abilities including typing and answering phones
- Familiar with all MS Office applications including Word and Excel
- Sound ability to resolve client or guest issues in a timely courteous manner
- Excellent relationship-building and communications skills
- Strong time management skills
- Ability to work varying shifts

Professional Summary

Attentive Receptionist adept at encouraging more business through meaningful engagement and a commitment to managing guest and client relations. Committed to maintaining a positive attitude while delegating front office duties to ensure smooth operations.

Experience

Front Office Executive

Hamsa Restaurant / Dec 2019 – Present
Chennai, Tamil Nadu

Front Office Associate

Svenska Design Hotel / May 2018 – March 2019
Electronic City, Bangalore

Hotel Operation Trainee

Radha Regent / June 2017 – December 2017
Electronic City, Bangalore

Industrial Exposure Trainee

Radha Regent / October 2016- January 2017
Electronic city, Bangalore

Personal Profile

Name	: Jishnu Janardhanan. S
Father	: Dinesh.N.S
D.O.B	: 10/04/1996
Gender	: Male
Religion	: Hindu
Marital Status	: Single
Languages	: English, Tamil, Malayalam
Permanent Address	: No.60/41 North Park Street, Venkatapuram, Ambattur Chennai- 600053

Declaration

I hereby declare that the above-furnished information are true to the best of my knowledge and belief.

Place :

Date :

Signature
(JISHNU JANARDHANAN S)

+91 7750242714

sjjishnu@gmail.com

Chennai-600053