

# DILSHAD K

## INFO

NAME	BIRTHDATE	NATIONALITY	GENDER	MARITAL STATUS
Dilshad K	22 December 1990	Indian	Male	Single

## CONTACT

	EMAIL	MOBILE
Kadavanthode House, Kurranjyoor P.O. Chavakad, Trichur District, Kerala, India	dilshadirshad50@gmail.com	+91 9544551119

## ABOUT ME

A beginner, with the willingness, the ability and the confidence to take up responsibilities, in part or full. Currently looking out for work in an institution with an attitude to adopt new changes, while upholding institutional values.

## TIMELINE - WORK EXPERIENCE

2014 - present	Guest Service Associate, Raxa Collective, Kochi
2013-2014	Front Office Manager, Les 3 Elephants, Cherai Beach Road, Kochi Duties and responsibilities <ul style="list-style-type: none"><li>• Managing the front office single-handedly</li><li>• Check in, check out, billing &amp; night auditing</li><li>• Reporting / Documentation</li><li>• Maintaining the various front office registers, GRC / bills</li><li>• Customer Complaint handling</li><li>• Cross check all register and front office bills</li><li>• Maintained and obtained Guest room inventory</li></ul>

## ACADEMIC QUALIFICATION

Bachelor Degree:	Pursuing B.A English from M.G University (First Year)
Pre-degree:	+2 from (National Institute of Open Schooling)
Secondary Education:	10th from Rajah C.B.S.E School Chavakkad

### BASIC SKILLS

- Energetic and self-motivated team player/ builder
- Guest Relation
- MS-Office
- Internet and Computer Software's
- Leadership quality

### EXTRA CURRICULAR ACTIVITIES

- Active Participation in Seminars, Case studies,
- Industrial Visits
- Discharged various responsibilities at College level
- Participation in cultural programs