**SHYLESH KN**

**Chennangod (H)**

**Karadka (P.O)**

**Kasaragod**

**+91-9946393800**

[**Shyleshshanthinagar@gmail.com**](mailto:Shyleshshanthinagar@gmail.com)

**Seeking Jobs into Front office Job.**

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| **Summary Of Qualifications** |

* Hard worker, quick learner, and assume responsibility
* Quick Learner.
* Work well under pressure as a part of team
* Well groomed appearance
* Responsible, efficient, and flexible
* Get along well with employers and coworkers
* Ability to balance books and finance in a responsible manner
* Proficient in the use of computers
* Responsible, dependable, punctual; take a pride in work

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| **Professional Experience** |

* Experience as front office staff in Nattika Beach Ayurveda Resort
* Customer service Associate
* Sales and marketing

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| **Employment History** |

**Front office Executive (Nattika Beach Ayurveda Resort Thrissur)** 2014-2015

* Handling Check in, checkout of Guest
* Preparation of Final Bills
* Travel Desk
* Handling Foreign Exchange
* Guest Handling
* Online Booking of Hotels and Airlines
* Preparation of all the daily report
* Telephone Handling
* Taxi arrangements as per Guest Request.
* Follow up of daily operations in front office and guest requests.

**Customer Service Associate (Grand Fresh Supermarket, Cochin) 2013**-14 (Part time)

* Meeting and greeting the customers
* Promoting the customers to buy the product.
* Billing
* Stacking of Products

**Sales Executive (PVS Ford Kasaragod)** 2013

* Promoting the customers to buy the product
* Follow up the customers
* Promoting new ideas to increase the sale
* Meeting the customers.

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| **Computer Skills** |

* General Internet Knowledge
* Knowledge of MS Office Package
* Manual Accounting Tally
* Hotsoft Version 9.5.77

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| **Educational Credentials** |

* Diploma In Airport Management (Guiders Academy Cochin 2013-14)
* Certification of IATA Foundation ( Guiders Academy Cochin 2013-14)
* BA Travel and Tourism Management (Kannur University 2010-2013)
* Plus Two in Commerce under Kerala State in 2010
* SSLC Under Kerala State in 2008
* Certification in Amadeus

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| **Personal Dossier** |

Date of Birth: 02nd January 1992

Gender: Male

Marital Status: Single

Permanent address: Chennangod (H)

Karadka (P.O)

Kasaragod (Dist) Pin: 671542

References will be provided on request

Date:

Place: