**RESUME**   MUHAMMAD SHEHIN



KRISHNALAYA (H)

THRIKODITHANAM P.O

CHANGANACHERRY

KOTTAYAM .DIST.

KERALA 686 102, INDIA

MOBILE: +919744217999

Email: [muhammedshehin556@gmail.com](mailto:muhammedshehin556@gmail.com)

OBJECTIVE:

To work in a reputed and professional organization, which is challenging and demanding where my skills and experience would be utilized to the optimum. My educational qualification and professional experience along with my willingness to work hard, give me the confidence to be part of your organization.

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| **QUICK REFERENCE :** |

Total experience : 6 years

Educational Qualification : **Master of Business Administration**

Certifications / Specializations : Human Resource and Marketing

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| EDUCATIONAL DETAILS : |

* **MBA**  - University : Barathiyar University, Coimbatore, Tamil Nadu.

College : SCMT College, Kajirapally,kottayam,

Year : 2010-2012

* **BSC CS &HM -** University : Bharathiyar University,Coimbatore,Tamil Nadu.

College : SNR SONS College, Coimbatore, Tamil Nadu.

Year : 2005-2008

COMPANY PROFILE:

1. **Organization : Executive Events,Kochin**

**Designation : Manager -Operations**

**Duration : Jan 2015 to date**

1. **Organization : Holiday Vista, Thekkady**

**Designation : Executive -Operations**

**Duration : October 2013 to September 2014**

1. **Organization : Vakkom Palazzo,Trivandrum**

**Designation : Asst.HR cum Front office Manager**

**Duration : Jan 2013 to September 2013**

1. **Organization : Hotel Voyage,Thiruvalla**

**Designation : Restaurant Manager**

**Duration : Sep 2008 to April 2010**

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| WORK EXPERIENCE: |

* Development, production and delivery of projects from proposal right up to delivery.
* Delivering events on time, within budget, that meet (and hopefully exceed)expectations.
* Setting, communicating and maintaining timelines and priorities on every project
* Communicating, maintaining and developing client relationships
* Managing operational and [administrative functions](http://www.totaljobs.com/careers-advice/job-profile/admin-jobs) to ensure specific projects are delivered efficiently
* Providing leadership, motivation, direction and support to your team
* Travelling to on site inspections and project managing events
* Being responsible for all project budgets from start to finish.
* Ensuring excellent [customer service](http://www.totaljobs.com/careers-advice/job-profile/customer-services-jobs/customer-service-industry-job-descriptions) and quality delivery
* Handling Hotel operational activities
* Management &Supervising of all the departments in the hotel to achieve predetermined goals.
* Guest complaints Handling, Situation Handling.
* Interacting and getting the feedback from guest directly during their check-out
* Always check the quality of products/Supplies with Department Heads
* Budgeting, Monthly stock report supervision from all the departments
* Supervising & Approving purchase requisitions from all the departments
* Checking of Duty Rota from all the departments on weekly basis
* Train the people on behavioral Skills, Motivation, Leadership, Interpersonal skills.
* ensuring that accommodation is clean, well maintained and attractively presented;
* Liaising with reception services to coordinate the allocation of accommodation;
* liaising with other departments within the organization, e.g. catering or conferences
* **Training co-ordination & Administration**
* Management of periodic training reports
* Documents controlling
* Payroll Management
* Hiring & Firing a staff
* Performance Appraisal

SOFTWARE PROFICIENCY /TRAINING**:**

* Application Packages: MS Office, Tally, Peach Tree.
* Software : Hot Soft , Purple keys, Infinity plus, Digi pos.

PERSONAL STRENGHTS**:**

* Adaptable to any environmental and culture.
* Good interpersonal Skills
* Good Team Player
* Good with Budget
* Reliable/good at hitting deadlines

EDUCATIONAL ACHIEVEMENTS:

1. Participation Certificate of “**Enhancing the Quality of F&B Service**” conducted by Dept. of Tourism, Kerala.2009
2. Award winning certificate for “**Best Employee” 2008-2009** issued by former employer.

* Industrial Exposure Training in **Jacob vellapally & co**, kottayam**.**
* Industrial Exposure Training in **Hotel Fort queen**, Fort Kochi.
* Industrial Exposure Training in Hotel **Windsor Castle,** Kottayam.
* Outdoor Service in **Hotel Residency, Coimbatore** – during my course of study.

LINGUISTIC ABILITIES**:**

English, Malayalam and Tamil

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| PERSONAL DETAILS: |

Nationality : Indian

D.O.B : 30.05.1988

Sex : Male

Permanent Address : Krishnalaya(H)Thrikodithanam P.o

Changanacherry,Kottayam (Dist) Kerala 686102.

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| PASSPORT DETAILS**:** |

Passport No : G 8017333

Date of issue : 31.03.2008

Date of expiry : 30.03.2018

Place of issue : Cochin

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| INTEREST AND HOBBIES: |

Music, Cricket, Football, Travelling

REFERENCE:

ABY M DAS MATHEW CHACKO

GENERAL MANAGER OPERATIONS MANAGER

VAKKOM PALAZZO HOLIDAY VISTA

TRIVANDRUM THEKKADY

MOB:0 9447716555 MOBS: 07558878158

DECLARATION:

I Muhammad shehin do hereby declare that all statements are true and correct to the best of my knowledge and belief.

DATE: MUHAMMAD SHEHIN

PLACE: