From,

SANAL SURENDRAN

Mobile No: 9562454711,

7356318025

Email: sanalsurendran1992@gmail.com

To,

The H R Manager;

Application for the post of Front Office Operations.

Dear Sir/Madam

I would like to give more strength to my career, associating myself with an organization of your repute. I am enclosing here with my resume. I am quite interested to work with an organization like yours and do hope my resume meets your requirements.

I am committed, ambitious and very fast in grasping the new systems. I am seeking a challenging position in a company that is rapidly expanding and offer advancement potential professional and personally. I would like to see myself, as a team member where I can pick up any additional skills that may be required and confident of my own skills and capabilities.

I am here with enclosing my CV for your kind consideration. Looking forward for a positive response at the earliest at your end.

Yours truly,

SANAL SURENDRAN

**RESUME**

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**SANAL SURENDRAN**

**Cheekodan (H)**

**Pootharakal P.O, Cherpu Pin 680561**

**Thrissur, Kerala**

**Mob:9562454711 ,** 7356318025

**E-mail: -** [**sanalsurendran1992@gmail.com**](mailto:sanalsurendran1992@gmail.com)

**CAREER OBJECTIVE**

Seeking a position to utilize as well as to improve my skills, abilities and knowledge in technical area, so that I will get recognition in multidimensional dynamic Hotel Industry.

**ACADEMIC PERFORMANCE RECORD**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Course | Institution | Percentage |
| 1 | Diploma in Front Office | Govt. Food Craft Institute, Kalamassery | 90% |
| 2 | Higher Secondary | St.Antiony’s HSS,Ammadom | 67% |
| 3 | S.S.L.C | St.Xaviears High School, Thrissur | 72% |

**Specialization and area of interest**

* **Specialization**: Front Office Operation

**WORKING EXPERIENCE**

* Worked as Industrial Trainee in Front office department.(April-2012 to July-2012) at **“Vivanta”,** a concern of **TAJ Malabar**, the **5 star** DeluxeHotel in Cochin, Kerala.
* Worked as Team Member in Front office at **Vivanta By Taj** Begumpet, the 5 star hotel Begumpet, Hyderabad from 2012 august 20 to 2013 august 31.
* Working as a front office Executive in, **Hotel Niya Regency**

A Four Star luxury business hotel in Thrissur.

**PERSONAL SKILLS**

* Competent and courteous, decision making skills.
* Dedicated, hard working & pro activeness.
* Co operative any time & good presentation skills.
* Having ability to work under pressure.

**PERSONAL PROFILE**

Date of birth : 03 January1992

Gender : Male

Nationality : Indian

Religion : Hindu.

Language known : English, Hindi, Malayalam and Tamil.

Strengths : Leadership, Confidence, Ability to work in a team.

Passport No : M0962949

Passport Expiry Date : 13-08-2024

**DECLARATION**

I hereby declare that the above information furnished is true to the best my knowledge.

**Place: Thrissur**

**Sanal Surendran**