

CURRICULUM VITAE

VISHNU T S

Doha Qatar

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PERSONAL SUMMARY

A highly competent, motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment, Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people possessing a proven ability to generate innovative ideas and solutions to problems. Currently looking for a suitable position with a reputable and ambitious company

AREAS OF EXPERTISE

- Office management
- Administrative support
- Document Controlling
- Minute taking
- Report writing
- Presentations
- Diary management

ACADAMIC AND PROFESSIONAL BACKGROUND

- **BA English Literature** from University of Kerala
Institution : NSS College Nilamel
Year of Passing : 2011
Percentage of Marks : 60
- **NETWORKING INCLUDING**
CCNA
MCITP
India Options Institute, Trivandrum (2012-2013)
- **Plus Two in Science** from Board of Higher Secondary Examinations, Govt. of Kerala
Institution : SNHSS Chithara, Kollam
Year of Passing : 2008
Percentage of Marks : 60

- **SSLC** from Board of Public Examinations, Govt. of Kerala

Institution : SNHSS Chithara, Kollam

Year of Passing : 2006

Percentage of Marks : 70

EXPERIENCE

Company Name	SPREE HOTELS & REAL ESTATE PVT LTD
Destination	Wipro Info park Cochin
Job profile	Duty Manager
Work tenure	2016 to 2017



JOB DESCRIPTION

- Occupy the hotel lobby and other public areas, particularly at busy times
- Engage Guests in conversation and provide general assistance
- Manage, record, and resolve promptly all Guest complaints
- Meet and greet VIP Guests and major corporate clients upon arrival
- Coordinate the services and special facilities provided to long-stay Guests
- Understand all credit procedures and ensure they are applied
- Stay current with all hotel products, services, policies and emergency procedures
- Monitor Guest satisfaction reports and implement actions to improve results
- Handle, record and follow through with management issues or emergencies that arise
- Conduct any Health and Safety procedures, if required, including fire walks, food safety investigations, etc.

Company Name	SPREE HOTELS & REAL ESTATE PVT LTD
Destination	Wipro Info park Cochin
Job profile	Front Office Assistant
Work tenure	2013 to 2015



Working as part of a team and supporting the office manager, Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area.

- Meeting and greeting clients and visitors to the office.
- Typing documents and distributing memos
- Supervising the work of office juniors and assigning work for them.
- Handling incoming / outgoing calls, correspondence and filing.
- Faxing, printing, photocopying, filing and scanning.
- Organizing business travel, itineraries, and accommodation for managers.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Updating & maintain the holiday, absence and training records of staff.
- Responsible for purchase orders.
- Raising of purchase orders and invoice tracking.
- Creating and modifying documents using Microsoft Office.
- Setting up and coordinating meetings and conferences.
- Involvement in social media implementation.
- Updating, processing and filing of all documents.

- Maintaining a tracking facility to enable documents to be updated easily.
- Responsible for maintaining hard copy information.
- Creating and modifying documents using Microsoft Office
- Typing documents and distributing memos.

KEY SKILLS AND COMPETENCIES

- Good communication skills, especially in writing (email) and on phone
- Strong organizational, administrative and analytical skills.
- Excellent spelling, proofreading and computer skills.
- Ability to maintain confidentiality
- Excellent working knowledge of all Microsoft Office packages.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi task and manage conflicting demands.
- Ability to type at least 60+ wpm.

PERSONAL DETAILS

Passport Number	:	K2739709
Date of Issue	:	31/01/2012
Date of Expiry	:	30/01/2022
Place of Issue	:	Trivandrum
Nationality	:	Indian
Sex	:	Male
Date of Birth	:	26/5/1991
Marital Status	:	Single
Visa status	:	Work visa (Transferrable)
Availability	:	Immediately
Languages Known	:	English, Hindi, Malayalam and Tamil

DECLARATION

I, Vishnu T S hereby declare that all the details mentioned above are true and correct to the best of my knowledge and belief.

VISHNU TS