

SHANIB N K



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Al-Nahda, Sharjah

shanibnk3389@gmail.com

Profile Summary

- Customer Relations Expert
- Public Relation Works
- Presentation
- Administration
- English Typing

Personal Details

Date of Birth : 16-04-1999
Nationality : Indian
Gender : Male
Civil Status : Single
Religion : Islam , Muslim

Languages Known

English
Hindi
Malayalam

Technical Skill

- Operating System : Windows.
- Office Applications : MS Office
(Word, Excel Powerpoint)
- Typing : English
- Internet proficiency

About Me

To work in a challenging and dynamic environment and to keep adding value to the organisation that I respect some together also concurrently myself and knowledge.

Work Experience

- **SAGAR VIEW RESORT HOTEL - 08-10-2021 TO 31-10-2022**

Designation: Receptionist

- Greet visitors with a positive, helpful attitude.
- Assisting visitors in finding their way around the office.
- Assisting with a variety of administrative tasks including copying, faxing, taking notes, and making travel plans.
- Preparing meetings and training rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail.
- Preparing and serving Tea/Coffee/Beverages and Food.
- Cleaning and presentable maintenance of Executive office and reception area - Kitchen and Pantry management.

- **AFC WIMPYS PVT.LTD - 10-06-2019 TO 13-03-2020**

Designation: Counter Assistant

- Greeting the customers.
- Answering to inquiries.
- Keeping the counter clean and organized.
- Taking phone calls.
- Managing inventories.
- Collecting payments.
- Helping warehouse staff, stocking shelves, performing.
- Book keeping activities, and informing customers on special offers.

Academic Qualifications

- BA ENGLISH (Annamalai university may 2020 -may 2022)
- Diploma in aviation and hospitality management
(June 10/2019- December 19/2020)
- Plus two -science (government of Kerala 2016)
- SSLC- government of Kerala 2014

Professional Qualifications

- Certificate course in customer care executive (government of Kerala 2015)
- APTIS (British council 2016)
- Diploma in survey (government of Kerala 2016)

Strength

- Having excellent command of English, Hindi, and Malayalam languages; written and spoken.
- Hard working, confident, disciplined, and dedicated and result oriented.
- Honest and sincere with high sense of responsibility.
- Well organized, methodical and have good time management skills.
- Able to work under pressure and meet the deadlines.
- Very interested in English, and Malayalam language.
- Always willing to learn and accept suggestion and criticism with open-mindedness.
- Optimistic and having a positive approach towards problems.
- Keen on acquiring new knowledge and skills.

Declaration

I do hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place :

Date :

SHANIB N K

