



AJAY KUMAR
VINAYAKAN

PERSONAL SKILL:

Sincerity, Discipline
Honesty, Hard Work,
Creativity , Social Liability,
Follow-up, Time management,
Good communication

CONTACT

PHONE: **0501527416**
EMAIL: ajaykumarkoniyil@gmail.com

**Educational
Qualification:**

**Bachelor of commerce
Co-operation
University of Kerala**

Objective:

To obtain a cv related job position in a growth-oriented company where I can utilize skills and acquire new abilities.

Responsibilities

- Greet all guests pleasantly and recognize various guest programs and ensure availability of all services to customers.
- Administer all payments from guests either at registrations or check out and maintain records of all receipts and manage currency exchange for guests as per requirement.
- Supervise efficient working of all agents at front desk and assign special tasks to all individuals and ensure efficiency in working at all times.
- Maintain knowledge and operate all equipment's and coordinate and analyze all guests requirement and ensure completion of same to maintain optimal level of satisfaction with services.
- Monitor inventory of front desk supplies and ensure adequate replenishment for undisturbed services to guests.

Personal Information:

1. Nationality : INDIA
2. Date of birth : 19/09/1997
3. Gender : Male
4. Religion : Hindu
5. Marital Status : Single
6. Visa Status : VISIT VISA
7. Passport no : V5710515
8. Address : Salam St, Navy Gate, Beirut roastery
9. Permanent Address : Koniyl (h), thirumala bagam, thuravoor

Language known:

Malayalam, English & Hindi

Declaration:

I do hereby declare that the above particulars are true and correct to the best of my knowledge. In the event of being selected for the post I assure you that I will spare no pains in the satisfactory discharge of my duties.

Experience

- **Accountant Trainee in Mohan Associates – 6 months , India**
- **Reliance Trends as a Customer services assistant for 2 years**
- **Accountant In Shine paper Products – Alappuzha - 4 months months**