



PERSONAL DETAILS

Date of Birth

18th November 1990

Nationality

Indian

Marital Status

Married

Permennant Address

Kunnath House
Peringottukurushi,
Palakkad- 678573

Current Address(Visiting visa)

Ist industrial area-6
sharjah

CONTACT INFO

Mob : +971562468242

Mail id : sadhuts143@gamil.com

SCHOOL EDUCATION

G.T.M.O MATRIC SCHOOL
GUDALUR

UNIVERSITY

BHARATHIAR UNIVERSITY
ARTS & SCIENCE COLLGE

DEGREE

MASTER OF SCIENCE
GEOGRAPHY
YEAR 2011 TO 2016

PASSPORT DETAILS

Passport No : P9582417

Place of Issue : Coimbatore

Expiry date : 14.05.2027

LANGUAGES

English

Tamil

Malayalam

SADHAM MON

PROFESSIONAL SUMMARY

I am to be the Best customer service provider in any company I work for my goal is to have all my guests to be relaxed. Make each and every guest feel important, and there for there needs.To Maintain professional relationships with clients to increase profitability, and drive business results in what ever job setting lam in.

WORK HISTORY

KPM REGENCY PALAKKAD- 2016 to 2023

FRONT OFFICE EXECUTIVE- 4 YEARS

- * Greeted guests at front desk and engaged in pleasant conversations while managing check in progress.
- * Updated customer accounts with add- on room charges Including minibar use and room service bills
- * Answered phone immediately throughout shifting, closely Following strict guidelines for customer service and Satisfaction.
- * Provided guest with above and beyond service, including Making outside venue reservations and seeting up to tours.
- * Maintain transaction security by verifying payment cards against transactions

ACCOUNTS - 3 YEARS

- * Type accurately prepare and maintain according documents and records.
- * Prepare bank documents, general ledger postings and statements.
- * Daily enter key date of financial transictions in database.
- * Bank statements by comparing statements with the accounts ledger.
- * Filing documents,statements and running software programmes.
- * Manage check transactions and payments.

PERSONAL SKILLS

- * Hardworking and Punctual
- * Willingness to learn
- * Interpersonal Skills
- * Decision making.
- * Adabdability

PERSONAL ATTRIBUTES

- * Self motivated- responsible
- * Trust worthy
- * Confident
- * Hard working