



KIRAN M

CONTACT



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Dubai Al Quoz Ind Area4



Visa Status / Visit Visa

PERSONAL DETAILS

DOB : 13-05-2002

NATIONALITY : Indian

HEIGHT : 172 Cm

WEIGHT : 55 Kg

LANGUAGES

ENGLISH ■ ■ ■ ■ ■

HINDI ■ ■ ■

PROFESSIONAL SKILLS

Customer Service
Guest Handling
Passenger Service
HR Assistant
Administration
CRM Software
Problem Solving
Time Management
Team Work
Work Ethics

Looking Forward for an organization that offers a challenging stimulation, learning environment to work in and provide scope for individual & organization development, which offers attractive prospects for long development & career Growth.

EDUCATION

Higher Diploma in Hotel Management & Hospitality Studies

2019-2020

Global Institute Of Hotel Management studies

Graduated In 100% Of practical & Theory [Jain University]

Higher Secondary Studies

2018-2019

National Higher Secondary School Kolathur Kerala India

Educational Board Of Kerala

EXPERIENCE

Administrative Assistant Cum Front Desk Receptionist [Nadakkavil Hospital Kerala, India] 2022-2023

Worked As a Administrative Assistant cum medical receptionist done Admin [Hr Department Works & Doctor's schedule] & op, ip, discharge billing, admissions

Insurance managing guiding new staffs & excellent in customer service with coordinating physicians & co worker's.

Food & Beverage Service & Room Attendant

[Parakkat Nature Ressorts & Hotels Kerala India] 2021-2021

Working with Parakat nature Resorts in F&B department & Room service with Excellent service & well trained from senior staffs & captains.

- Restaurant Handling
- Guest Service
- Room Attendant
- Housekeeping
- High Customer Service