

# CONTACT

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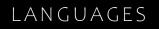
Kiranmbrandxt@gmail.com

Dubai Al Quoz Ind Area4

Visa Status / Visit Visa

## PERSONAL DETAILS

DOB : 13-05-2002 NATIONALITY : Indian HEIGHT : 172 Cm WEIGHT : 55 Kg





## PROFESSIONAL SKILLS

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

# KIRAN M

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 Studies2019-2020Global 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