

Alok Ravi

Front Office Associate

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Date of Birth: 07/08/2000

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Work Permit: Visit Visa



A positive attitude person extremely motivated to constantly develop my skills and grow professionally. To leverage my expertise in front office department, computer applications, aiming to contribute to an organization's growth while furthering my professional development. Always have the ability to follow instructions and deliver quality results.

SKILLS

Supply Chain Management | Tally ERP | MS Office | Client Dealing | Post-sales Support | Relationship Building | Team Management | Client Relationship Management | Operations | Supervision | Strong Communication | Situational Awareness | Customer Handling | Work Planning | Administration

EMPLOYMENT HISTORY

Front Office Assistant | White Palace Hotel

Dec 2023 - Aug 2024

- Proficient in front office operations, including managing appointments, handling inquiries, and ensuring a welcoming environment for visitors.
- Scheduled appointments and meetings, ensuring efficient use of executive time and resources.
- Handled administrative tasks such as sorting mail, managing documents, and coordinating office supplies.
- Provided assistance to clients and guests.

Sales Associate | Kotak Mahindra Bank

Sep 2023 - Nov 2023

- Giving clients access to EMI.
- Worked in the consumer durable goods industry and offered top notch services.
- Preserving and managing relationships with customers.

Office Assistant / Sales Associate | Greens Systems and Devices

Feb 2023 - Aug 2023

- Client Account Management and GST Invoicing.
- Worked across departments to provide seamless operations.
- Performed sales operations and supported administrative duties.
- Interacted with a targeted number of clients each day through cold callings and email.
- Digital marketing proficiency.

Sales/ Office Assistant | Thrissur District Cooperative Society

Aug 2021 - Dec 2022

- Managed sales, accounts, cash during worktime.
- Led a team of five members to deliver quality results to business.
- Processed purchases through emails and phone calls.

EDUCATION

Diploma in Tally ERP 9 | KELTRON, Government of Kerala, Thrissur

BCom in Computer Application | St. Aloysius College University Of Calicut, Thrissur

Jul 2018 - Apr 2021

(57%)

Higher Secondary Education | Sandeepani Vidya Nikethan, Thrissur

Jun 2016 - Mar 2018

(70%)

LANGUAGES

English | Malayalam | Hindi | Tamil