



ANGEL MARIYA MATHEW

Front Desk Receptionist & Office Assistant

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Moonuthottiyil (H)
Inchakundu P.O Kalkuzhy
Thrissur Dist Kerala, India,
Pin-680 312, Thrissur,
680312, india

ABOUT ME

To pursuit a challenging career that give me the opportunity to contribute to the success of the organization as well as to attain a personal and professional growth.

WORK EXPERIENCE

FRONT DESK RECEPTIONIST

Malayalam Manorama / Ernakulam / May 2018 - Sep 2021

Assist with employee training and development initiatives.
Prepare reports and analyze data related to HR activities.
Manage employee payroll and other records.
Resolve customer complaints and provide appropriate solutions
Develop and maintain relationships with customers.
Respond to customer inquiries in a timely and professional manne.r
Provide accurate information about company policies and procedures.
Monitor employee performance and provide feedback.

FRONT DESK RECEPTIONIST & OFFICE ASSISTANT

Air King International / Ernakulam / Dec 2021 - Present

Managed office supplies, vendors, organization, and upkeep.
Directed phone calls and distributed correspondence.
Assisted in planning and arranging company events.
Supported bookkeeping and budgeting procedures.
Assisted in maintaining and updating company databases.
Conducting and giving assistance for client meeting.
Assist in recruiting, interviewing and onboarding new employees

EDUCATION

B Com (Aviation)
Bangalore University / 2017

Plus Two (Commerce)
Kerala Board of Higher Secondary Examination

SSLC
SSHSS Vazhithala Thodupuzha Idukki / 2012

SKILLS

Office Assistant

Front Office

Microsoft excel

Microsoft office

Photoshop

LANGUAGES

ENGLISH

HINDI

TAMIL

KANNADA

MALAYALAM

PERSONAL DETAILS

Date of birth
21-03-1996

Nationality
india

Visa status
visit

Marital status
Married