



# ATHUL BENNY

BBA GRADUATE

## CONTACTS

### PHONE NUMBER

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### EMAIL

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### ADDRESS

Mavarayil House Poonchola  
Post, Pottassery, Palakkad, ,  
Mannarkkad, 678598, India

## SKILLS

- Customer Service
- Organizational Skills
- Technical Proficiency
- Administrative Skills
- Attention to Detail
- Numerical Skills
- Supervisory Skills
- Business Knowledge
- Analytical Skills
- Leadership Skills
- Ethical Judgment

## LINKS

### LINKEDIN

<https://www.linkedin.com/in/athul-benny-0065881b1>

## ABOUT ME

Dynamic and versatile professional with a Bachelor of Business Administration (BBA) degree and extensive experience in front office management and cashier supervision. Proven ability to deliver exceptional customer service, manage administrative duties efficiently, and oversee financial transactions with precision. Adept at leveraging strong communication and organizational skills to create a positive and productive work environment. Seeking to utilize my diverse skill set and experience to contribute effectively in a challenging role within a progressive organization.

## WORK EXPERIENCE

### FRONT OFFICE EXECUTIVE

📍 Cochin

Nihara Resort

Jan 2023 - Jun 2023

- \* Customer Interaction: Welcome and assist guests professionally, handle inquiries, and provide information.
- \* Appointment and Reservation Management: Schedule appointments, manage calendars, and handle guest reservations.
- \* Administrative Support: Perform clerical tasks, manage correspondence, and maintain office supplies.
- \* Visitor Assistance: Register visitors, issue badges, and direct them to the appropriate personnel.
- \* Problem Resolution and Security Compliance: Address guest concerns, ensure safety protocols, and maintain security standards.

### CASHIER, SUPERVISOR

📍 Cochin

King's Crust Resto Cafe,

Jun 2022 - Nov 2022

- \* Transaction Oversight: Supervise cashiers, ensuring accurate and efficient handling of transactions.
- \* Customer Service: Provide excellent service, address customer inquiries, and resolve issues promptly.

## LANGUAGES

- English
- Malayalam
- Hindi

## COURSES

- DIPLOMA IN DIGITAL MARKETING
- DIPLOMA IN HOSPITAL ADMINISTRATION
- DIPLOMA IN WAREHOUSE MANAGEMENT

- \* Team Training and Management: Train and guide cashier staff, manage schedules, and foster a positive work environment.
- \* Financial Accountability: Oversee cash handling procedures, reconcile transactions, and maintain financial records.
- \* Compliance and Reporting: Ensure adherence to policies, regulations, and safety protocols; generate reports as needed.

## EDUCATION

- 2022  
**BACHELOR OF BUSINESS ADMINISTRATION**  
*Universal College, Mannarkkad*
- 2019  
**PLUS TWO**  
*M.E.T English Medium School, Mannarkkad*
- 2017  
**SSLC**  
*Carmel H.S.S, PALAKKAYAM, Mannarkkad*

## DRIVING LICENSE

Driving license category  
LMV

## PERSONAL DETAILS

DATE OF BIRTH: 21 Sep 2000  
NATIONALITY: INDIAN