



ATHUL BENNY

BBA GRADUATE

CONTACTS

PHONE NUMBER

9656340170

EMAIL

athulbenny07@gmail.com

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*