



Abhiram M K

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Professional Summary

Seeking a challenging position which will give me a chance to grow professionally within a reputed firm and also offer challenges where I can develop my skills. I hope to apply my aptitude for numbers and organized nature for the progress of the company, and also for self development.

Work History

09.2021 – 02-2024

Office Assistant

Hotel Asliyya Grande – Navaikulam, Thiruvananthapuram, India

- Managed all room bookings and handled guest interactions.
- Provided excellent customer service by attending, directing all enquiries for room and event bookings.
- Provided basic technical support for billing of invoices in Bars, Restaurant and Room bookings.
- Provided necessary arrangements for a smooth and pleasant stay of the guest.
- Checked and Maintained of all registers and records both in hard and soft copies as per SOP.
- Secured reception area and deposited belongings.
- Accurately handled cash transactions in line with professional standards.
- Kept flawless records of office activities by maintaining staff calendars and pre-booked events in absence of supervisor.
- Assigned staff and handled work schedule based on leave and work force availability.
- Oversaw daily office operations and equipment maintenance.

02.2021 - 08.2021

Receptionist

Cocoa Tree Residency - Munnar, Idukki, India

- Greeted incoming customers in a professional manner and provided friendly and knowledgeable assistance.
- Answered and helped in resolving enquiries from clients, vendors and general public.
- Screened and verified visitor IDs, maintaining security of personnel and office environment.
- Answered telephone, maintained notes and promptly forwarded calls as required.

05.2019 - 01.2021

- Collected and distributed registered mails, employing strict confidentiality throughout.
- Reduced waiting time at reception area and provided clean environment to visitors of the company.
- Delivered front of house duties with warm and professional manner.
- Acted as first point of contact for wide range of personnel services and advises.

Event Coordinator

Galaxy Wedding Company - Kadakkal, Kollam, India

- Liaised with venues, caterers, and entertainment providers to schedule events in alignment with availability.
- Drafted guest lists and oversaw correspondence to solidify number of expected attendees.
- Coordinated logistics for large- and small-scale events to facilitate seamless execution.
- Reviewed budget and cost estimates to monitor expenditures and revenue.
- Researched local venues to determine capacity requirements, pricing and availability.
- Consulted with clients to gather information and discuss events vision and requirement.

Skills

- Microsoft Office proficiency
- Detailed meeting minutes
- Mail management
- Office inventory management
- Call handling
- Visitor management
- Guest satisfaction
- Customer service
- Task prioritization
- Report writing

Education

02.2022 - 09.2022

Medical coding and Billing , Healthcare Service, Transorze Solutions – Thiruvananthapuram, India

- Coursework in Medical Terminology
- Anatomy, Physiology
- ICD-10CM, CPT
- HCPCS
- Conducted seminar among students for Diseases and their coding guidelines
- Several Case studies solved on course duration

03.2016 - 05.2019

Bachelor's Of Science, Botany, Kerala University -Thiruvananthapuram, Kerala

- Completed Bachelor's Graduation Programme
- Member of National Cadet Corps
- Attended Two camps at the time of service at NCC
- Captain of final year project team
- Thesis: Cognitive Study; Adiantum Pedatum

06.2014 - 05.2016

Higher Secondary Education, Biology Science, Kerala Board of Higher Secondary Education –Kollam, Kerala, India

Languages	<div><div>English:</div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div>Upper intermediate</div></div> <div><div>Tamil:</div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div>Beginner</div></div> <div><div>Hindi:</div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div>Elementary</div></div> <div><div>Malayalam:</div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div>Native</div></div>
Passport Details	<div>Passport No : V 1921837</div> <div>Date Of Issue : 26-07-2021</div> <div>Date Of Expiry : 25-07-2031</div> <div>Visa Status : Visit</div>
Declaration	<div>All the information furnished above is true to the best of my knowledge and belief.</div>