



ANU MURALI

Objectives

To make a positive contribution to the organization that gives scope to enhance my knowledge and utilize my skills towards the growth of the organization and my career.

Professional Experience

- 1) Employer : **Ambalakkara Regency, Kollam, India**
Designation : **Guest Service Executive**
Duration : January 2021 – August 2023
- 2) Employer : **Manju Automobiles, Kollam, India**
Designation : **Administrative Officer**
Duration : October 2018 – November 2020

Academic Profile

- **Bachelor of Computer Application**
Bharathiyar University, Coimbatore, India

Roles and Responsibilities

Receptionist: Guest Service Executive

- Greet customers and provide a warm, friendly, and knowledgeable first point of contact.
- Assist guest with check-in and check-out.
- Maintain a positive attitude and friendly demeanor.
- Respond to all guest questions and requests.
- Answer and forward phone calls
- Manage guest bookings and reservations.
- Keep a tidy and orderly workspace.
- Assist with administrative and clerical tasks as needed.

Administrative Officer: Manju Automobiles

- Performed activities of quality control of documents and validation of test reports.
- Maintained and retrieved data in and from spreadsheets.
- Aid clients in person, on email, or telephonically.
- Compile and keep records on client accounts.
- Open, sort and distribute incoming correspondence, perform data entry, and scan documents & Keep day to day office works.
- Handling dealers and contractors. To make sales of appliances, appliance parts, lawn, and garden equipment's online, over phone, chat, and email.

DECLARATION:

"I hereby declare that all the details mentioned above are true to the best of my knowledge and belief".

Place: Dubai

Anu Murali

CONTACT ME AT

✉ anumuralidxb@gmail.com

☎ +971 566368078

Date of Birth : 06-03-1996
Nationality : Indian
Marital Status : Single
Visa Status : Visit Visa
Languages Known : English, Hindi, Tamil,
Malayalam

SKILLS SUMMARY

Good Customer service

Microsoft Office Package

Administrative Skills

Calm & Well Organized

Communication Skills

Multi-Tasking & leadership

Flexible in Adapting changes