



BINU VINOD

0582542095

kichybinu@gmail.com

UAE

ACADEMIC CREDENTIALS

- 2015 **HIGHER SECONDARY**
 - Board of Higher Secondary Examination, Kerala, India
- 2013 **SSLC**
 - Board of Public Examination, Kerala, India.

COMPUTER PROFICIENCY

- MS Office Suite ★★★★★
- Basic Operations ★★★★★
- Internet & Email ★★★★★

LANGUAGES KNOWN

- English ██████████ 90 %
- Hindi ██████████ 75 %
- Malayalam ██████████ 100 %

INTERESTS

- Songs
- Travelling
- Cinema

REFERENCE

- Available upon request

CAREER ABRIDGEMENT

- To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

- Team Work
- Project Coordination
- Communication
- Report making
- Organization skills
- Time Management
- Interpersonal ability

EMPLOYMENT CHRONICLE

FRONT OFFICE MANAGER | FEB 2019 – DEC 2022
HOTEL CHANDRA INN, KOLLAM

Duties & Responsibilities

- Greet, communicate with and welcome guests.
- Answer all the customers' questions and address their complaints
- Answer all incoming calls and redirect them or keep messages
- Receive letters, packages and send them to appropriate destination and manage outgoing mail
- Check, sort and forward emails
- Monitor office supplies, update records and files and log office expenses and costs

PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 17/10/1996
Nationality : Indian
Marital Status : Single
Current Address : Dubai,
United Arab Emirates

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

BINU V