



# BINU VINOD

0582542095

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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

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

## DECLARATION

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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**