

# JILS SCARIA

## PROFESSIONAL SUMMARY

To enhance the performance of the company for better output through a disciplined, organized and progressive ways with my sincerity, creativity, hard work and utmost endeavors in the task entrusted to me.



## EXPERIENCES

- ❖ **Position : Front Office Manager**  
**Company : Abad Brookside Resort, India**  
**Duration : 10th Oct. 2017 to 1st May 2023**
  
- ❖ **Position : Assistant Front Office Manager**  
**Company : Abad Harmonia Beach Resort, India**  
**Duration : 17th April 2014 to 9th October 2017**
  
- ❖ **Position : Front Office Assistant**  
**Company : Kodai Resort Hotel, Kodaikanal, India**  
**Duration : 12th Oct 2010 to 15th April 2014**

## RESPONSIBILITIES

- Taking Reservations
- CRS Reconciling
- Pre arrival calls
- Travel arrangements for the Guest
- Welcoming the guest Room Allocations
- Attending guest calls
- Check in procedures
- Billing
- C Form Management
- Cash Handling
- Guest request Handling
- Collection of Feedbacks
- Check out Procedures

## EDUCATION

- **Bachelor's Degree (MG University in March 2012, India)**
- **Higher Secondary (Kerala Board of Exams 2007)**
- **Secondary School Leaving Certificate SSLC (Kerala Board of Exams 2005)**

## DECLARATION

I hereby declare that all the details mentioned above are true and benefited to the best of my knowledge and belief. I hope the above details will meet with your requirements and you will give due consideration to me.

**JILS SCARIA**

## CONTACT

Mob : +971 52 943 9936  
+91 8281832898  
Email : jilsest@gmail.com  
Location : Karama, Dubai

## PERSONAL SKILLS

- Very good language skills
- A customer-oriented approach
- An independent way of working
- Team spirit
- Stress Management
- Problem-solving abilities

## COMPUTER SKILLS

- Hot Soft
- Hotelier
- MS Office
- Excel

## LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil

## PERSONAL DETAILS

Gender : Male  
Date of Birth : 25.02.1990  
Nationality : Indian  
Marital Status : Single  
Passport No : N4679228  
Visa status : Visit visa