



SRI HARSHA TADI

PROFILE

TO LEVERAGE MY SKILLS, KNOWLEDGE, AND EXPERIENCE
TO CONTRIBUTE EFFECTIVELY AND EXCEL IN A DYNAMIC WORK
ENVIRONMENT WHILE CONTINUOUSLY LEARNING
LEARNING AND ADDING VALUE TO THE ORGANIZATION

WORK EXPERIENCE

EMIRATES FLIGHT CATREING, DUBAI | FLIGHT **2022 TO 07/08/2023** PREPARATION OPEARTIONS

- Communicate with various departments to ensure seamless coordination of tasks and information.
- Assist with internal communication by relaying messages and information to employees.
- Answer incoming phone calls, take messages, and direct calls to the appropriate individuals or departments.
- Provide administrative support, such as data entry, filing, and document organization.
- Assist with basic office tasks like photocopying, scanning, and printing.
- Communicate and meet their various needs.

HOUSE OF CANDY BANGLORE INDIA| RETAIL STORE **2021 TO 2022** INCHARGE

- Ensure high levels of customer satisfaction through excellent sales service
- Maintain outstanding store condition and visual merchandising standards
- Maintain a fully stocked store
- Ascertain customers' needs and wants
- Recommend and display items that match customer needs
- Welcome and greet customers
- Manage point-of-sale processes
- Actively involve in the receiving of new shipments
- Keep up to date with product information
- Accurately describe product features and benefits
- Follow all companies policies and procedures

GREEN PARK HOTEL, INDIA | ASSISTANT WAITER **2020 To 2021**

- Assist in setting up tables and arranging table setting, ensuring they are cleaned properly equipped.
- Greet guests in a friendly and professional manner, escorting them to their tables and providing them menu.
- deliver orders to the kitchen and promptly, ensuring clear communication and accuracy.
- Assist in serving food and beverages to guests, adhering to proper serving etiquette and presentations.

LANGUAGES

1. ENGLISH
2. HINDI
3. TELUGU

VOLUNTEER WORK & CERTIFICATION

- POST GARDUTAION DIPLOMA IN COMPUTER APPLICATION
- FOOD AND SAFETY CERTIFICATION

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📍 KARAMA, DUBAI

EDUCATION

● 12th NARAYAN JUNIOR COLLEGE

INDIA, ANDHRA PRADESH
2018-2020

● SDA HIGH SCHOOL

INDIA, ANDHRA PRADESH
2006-2018

SKILLS

- Communication
- Time Management
- Creativity
- Critical thinking
- Multi Tasking
- Customer service skills
- Technical Skills
- Team work and collaboration
- problem Solving
- Continuous Learning

AWARDS

- Employee of the month
- Teamwork Award
- Most Improved Award