



Address

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Email

tinsunni@gmail.com

Date of birth : 28/05/1997

Nationality : Indian



TINS M S

PROFILE

FrontOffice Assistant with 2.5 years of experience to be professionally associated with an esteemed hospitality organization that has an objective to utilize my education ,skills and experience to work towards achieving goals of the country

PROFESSIONAL EXPERIENCE

Front Office Assistant

West Way Hotel Calicut
(01-03-2019 to 06-01-2020)

Front office Assistant

Marmara Beach Resort Kannur
(07-06-2017 to 15-02-2019)

RESPONSIBILITIES

- Greetings customers
- Answering phone calls
- Handling mail
- Updating data bases
- Collecting payments
- Performing clerical tasks
- Accepting packages
- Performing administrative duties
- Confirming appointments, meetings and events

EDUCATION

PLUS TWO
(National Institute Of Open School)

SSLC
(Kerala State Of Education Board)

DIGITAL SKILLS

Microsoft Office, Microsoft Word,
Microsoft Excell, Inventory Management ,Tally
Online Information Research

SOCIAL SKILLS

Team work
Networking: Contact and connect
Ease and enjoyment working in multi-
culture
Human competences