

RESHMA AMBADYRAJAPPAN



FRONT DESK ASSOCIATE

Personal Info

Email

reshmaambady9745@gmail.com

Phone

+971 503 635026

Date of Birth: 17-10-1991

Marital Status: Married

Visa Status: Husband Visa

Languages known :

English,Hindi,Malayalam

Address(Overseas)

Reshma Ambady Rajappan
Suriasree

Poonuthara House
Koodapuzha PO
Chalakudy
Thrissur

Kerala,India
PIN: 680307

Address(Local)

Al Wadi Building,
Maliha Road,
Muweilah,Sharja

CURRICULUM VITAE

BRIEF INTRODUCTION

Contribute to the growth of a progressive and diversified organization that has a professional outlook with quality products and services. To be a part of a successful organization with the advent of all my knowledge, dedication, sincerity, determination to take the organization in to a great success.

QUALIFICATION

- **Bharathiar University of Coimbatore, Tamilnadu**
Bachelor of Computer Application, Information Technology
Duration: 2013-06 - 2016-06
- **Riya Institute of Hospitality, Thrissur**
Diploma, IATA
Duration: 2014-06 - 2015-06

WORK EXPERIENCE

Excel graphic printing Press, Dubai(2021-02 – till date)

DESIGNATION: JUNIOR ACCOUNTANT CUM RECEPTIONIST RESPONSIBILITIES

- Handling the customers by answering queries and give required clarification without fail
- Responsible for handling phone calls and direct to concerned persons.
- Sending quotations to clients.
- Preparing job orders.
- Preparing daily sales Invoices against delivery orders.
- Making purchase orders.
- Managing petty cash

Napoli Food Stuff LLC, Sharjah(2019-06 - 2020-10)

DESIGNATION: DATA ENTRY OPERATOR CUM JUNIOR ACCOUNTANT

- Responsible for booking of sales invoices using accounting software[Tally/ERP]
- Handling Phone calls and direct to concerned person.
- Sending quotations to required clients
- Preparing raw material purchasing
- Generating monthly reports

Aaram Tours & travels, Thrissur(2015-06 - 2016-05)

DESIGNATION: TICKETING STAFF

- Answering in & out phone calls.
- Responsible for reserving domestic and international tickets for the customers.
- Worked as a tour operator, as per client requirements booking of hotels, preparing itinery and travel arrangements.
- Good experience in passport services, visa handling, embassy attestation.

Riya Institute of hospitality,Thrissur(2016-06 - 2018-12)

DESIGNATION: FRONT DESK RECEPTIONIST INTERN

- Worked as a receptionist.
- Responsible for answering queries regarding the courses.
- Handling the whole office administration
- Give briefing the students about various calls about the course

Intimate Matrimony , Thriprayar(2014-01 - 2014-05)

DESIGNATION: CUSTOMER CARE EXECUTIVE

- Liaising with potential for customer Enrollment
- Providing the offer awareness to the customers.
- Follow up of the registered members.
- Providing information regarding new member registration, payments and the usage of website for proper finding of perfect partner.
- Achieving monthly targets

Avaran Motors, Irinjalakuda (2013-02 - 2013-12)

DESIGNATION: CUSTOMER CARE EXECUTIVE

- Answering in & out Phone calls.
- Well behaved to the customers.
- Dealing with customers for selling motor bikes
- Providing information to customers like vehicle features, warranty, offer details. Also assisting customers in Registration, Payments and insurance.
- Booking and handling of vehicle service & Follow ups.

COMPUTER SKILLS

- Microsoft Office ,
- Microsoft Outlook,
- Gmail

REFERENCES

- Kalyanasundaram- Manager-Napoli Foodstuff LLC,Sharjah
- Nimisha: Riya Institute of Hospitality
- Aboobacker- Aaram Tours & Travels, Thrissur
- Jacob: Excel graphics Printing press LLC,Dubai

ACCOMPLISHMENT

- A hardworking person with a strong sense of cooperation and strict adherence to discipline and dedication.
- Enthusiastic and committed to maintain quality and efficiency.
- A self-confident and positive attitude person.
- Timely conscious in discharging my duties to the entire.

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place : SHARJAH

RESHMA AMBADY RAJAPPAN