

**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

Chalakyady

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 itinerary 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