



# VINEETH S B

## PROFILE

With a warm and friendly demeanor always! Skilled at conflict resolution. Team builder who is acutely attentive to employees' and guests' needs. Punctual problem solver and avid multitasker. Track record of being an essential part of the management team and instrumental in providing effective solutions that produce immediate impact and contribute to the establishment's long-term success.

Al karama, Dubai



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## PERSONAL DETAILS

DOB: 07/06/1998  
MARITAL STATUS: Single  
784-1998-8872829-4  
Expiry Date : 03/10/2024

## ACTIVITIES AND INTERESTS

PHOTOGRAPHY  
EDITING  
Movies & Music  
Travel  
Dancing  
Acting

## Experience

2022–present

CASHIER/TELLER • Horizon Exchange

2020–2022

CASHIER/CUSTOMER SERVICE • Redha Al Ansari Exchange

Ensuring transactions are completed in an efficient manner with a high level of accuracy. Performs administrative tasks such as filing, generating reports and maintaining mail correspondence. Provides support and information to customers, over the counter and by phone. Maintains a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day' sheet at the close of each business day.

2018–2019

Assistant Front Office • SP Grand Days Hotel, Kerala, India

Supervised and trained hotel staff and resolved staff conflicts. Daily financial reporting. In charge of guest database and stays schedule. Point person for corporate client relations and reviewing guest feedback posted online. Worked with marketing team on campaign to increase guest bookings. Assisted accountant with accounting tasks. Handled in-person guest complaints.

## Education

Frank Finn Institute of Airhostess Training, Approved (NSDC), Kerala, Trivandrum

- 2016 - 2017 Diploma in Aviation, hospitality & Travel Management

## KEY SKILLS AND CHARACTERISTICS

Budget Management  
Excellent listener  
Friendly, courteous, and service oriented  
Poised under pressure  
Smart appearance, reliable and punctual