

Smithin Kunjumon Valiyavila



Personal details

-  Smithin Kunjumon Valiyavila
-  smithinkv25@gmail.com
-  +9710508457198
-  Warsan 3. near pet market, wasal 611 ,Block A15 0000 DUBAI
-  July 25, 1997
-  Kerala ,India
-  Indian
-  Male
-  Indian

Skills

- Empathetic
- Teamwork
- Management
- Leadership
- Effective Communication
- Critical watering

Profile

Experienced and dedicated receptionist with 5 year experience in a fast paced office environment. Skilled in customer service, Multi-tasking and administrative support.

Education

- International Diploma in Aviation & Hospitality Management with IATA** Mar 2018 - Mar 2019
Bharath aviation academy, Kerala
Diploma
- Bachelor** Mar 2017 - Mar 2020
Madurai Kamaraj University, Kerala
 - BA English Literature

Employment

- Guest Relations Expert** Dec 2021 - Present
Le Meridien Dubai Hotel And Conference Center, Dubai
 - Welcome the guest during check in and provide a fond farewell during check out, whilst coordinating and multi-tasking job duties in a efficient manner
- Front desk agent** Dec 2019 - May 2021
Somatheeram Hotels and Resorts, Kerala
 - Welcome the guest during check in and provide a fond farewell during check out, whilst coordinating and multi-tasking job duties in a efficient manner
- Front desk agent** May 2021 - Aug 2021
Uday Samudra Leisure Beach Hotel, Kerala
 - Providing hospitality services to the guests.
- Sales Executive** Feb 2017 - Mar 2017
Mahindra Rise Asian Motors,, Kerala
 - Coached sales associates in sales incentives and selling techniques
 - Increasing
 - customer service satisfaction

Certificates

- Top Upseller 2023**
Year to date
- Marriott bonvoy Enroller 2022** 2022
Top Enrollment
- Marriott bonvoy Enroller 2023** 2023
Top Enrollment

Languages

English
Malayalam
Tamil

Nominated
Employee of Month

Top Upseller
August

2024

2024