

Rahul TK

Front Office Senior Associate

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About Me

I intend to build a committed career with leading organizations to use my skills, educational background and my ability to work well with people to make a positive contribution to the organization.

Experience

Greenwoods Resorts, Thekkady, Idukki, Kerala, India

Front Office Assistant

Sep 2021 - Nov 2022

- Managed customer check-in and check-out processes, providing faultless service to meet mystery guest standards.
- Created filing system for contracts, records and reports. Answered phone calls promptly, speaking clearly and politely to quickly resolve customer queries.

Le Meridian by Marriot International, Goa, India

Intern Trainee

Dec 2019 - Mar 2020

- Provided clerical support, addressing routine and special requirements. Answered and transferred incoming telephone calls, taking messages for various staff members.
- Sorted, organized and maintained files. Completed research, compiled data and assisted in timely reporting.

Skills

Knowledge in software such as Opera, Hot soft, MS Office, etc.



Billing, Invoicing, Call handling and Workforce mentoring



Contact Info

Address

Muwailih Commercial,
Sharjah, UAE

Portfolio

<https://www.linkedin.com/in/rahul-t-k-34152118b>

Education:

Bachelor's Degree (BSC) in Hotel Management with Tourism, Aug 2017 - Sep 2020

**Srinivas University
Mangalore, Karnataka**

Languages

English

Hindi

Malayalam

Tamil

Kannada

