

Chapuri C Avinash Kumar

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Facility Management ~ General Administration ~ Support Services ~ transport service

Synopsis

A dynamic professional with Three and Half Years of rich & cross-cultural experience in the areas of Hospitality, General Administration and Support Services, New Set up Initiatives. Presently working for Thermo cable Ltd, Jadcherla.

ADMINISTRATION EXECUTIVE:

Excellent Interpersonal, Communication and Organizational Skills with proven abilities in Team Management, Housekeeping, General administration, Communication, Transport service, Food & Beverage management, Help Desk Operations & Customer Relationship Management, Planning and Handling high delegates visits and VVIP services.

Scholastics

COURSE	YEAR	SCHOOL/COLLEGE	% MARKS	UNIVERSITY
Bachelor's Degree in Hotel Management and Catering Technology (BHM&CT)	2011-2014	John Bauer college of hotel management, Tarnaka	70%	Osmania University
Intermediate	2008-10	Nalanda Junior college, Guntur	75%	Board of Intermediate Education
SSC	2008	Sri Padmavathi high school, Atmakur(k)(Kurnool D.t)	65%	Secondary School of Education

Core Competencies

☆Front Office Operations

☆Hospitality Services

☆Customer Service

☆Support Services

☆General Administration

☆Facility Management

☆New Setup Initiatives

Role:

- Managing the daily soft service & hospitality operations of Thermo Cable, including Housekeeping, General administration, Communication, Transport service, Food & Beverage management, Help Desk Operations & Team Management.
- Responsible for all duties of the front desk operation which includes: Staff training, inter-department communications, and staff scheduling.

- Responsible for greeting and registering the guest, providing outstanding guest service during their stay.
- Primary responsibilities include: Registering guests, making reservations, preparing daily reports and MIS, food reports, corporate mailings.
- Adept at managing administrative activities involving purchase of equipment's, maintenance of procurement, housekeeping, Stationery etc.
- Event Management, organizing meetings, conferences, making travel arrangements and Co-ordinating with the travel desk to arrange hotel reservations for guests & foreign delegates and coordinating with cab desk for travel arrangements.
- Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.
- Vendor management /implementation and client interaction, etc.
- Provide administrative/Secretarial Support for the department division such as Answering calls, assisting Visitors.
- Responsible for Scheduling Meetings & Accommodation for all employees, escorts visitors to staff members' offices, along with provides hospitality service arrangements as required by staff.
- Organize, Sort and assign mails Handled/various office Admin works with efficiency and diligence.
- Coordinating with Clients to setup training programs, and making them comfort with all the facilities.
- Good telephone manner and Business writing Skills.

Experience:

- Currently working as a Admin Executive in Thermo cables Ltd Jadcherla from July 17th 2019 to 25 September 2020.
- Worked as a Facilities Executive in Dr.Reddy's (Leadership Academy) through Sodexo Facilities Management India Pvt Ltd from 29th Sep 2017 to 12th July 2019.
- Worked for VAR FM's Pvt.Ltd (RGI Airport) from 26th Dec 2015 to 10th July 2017 as Facility Supervisor.
- Worked for Park Hyatt Hotel in Chennai from Dec 2013 to August 2014 as Housekeeping Associate.
- Undergone 20 weeks training at ALOFT Hotel, Bangalore.

Attended the following trainings:

- Supervisory Development Training.
- Personality and Leadership Development
- Participated in theme-based activities, which helped me in improving my language and presentation skills.
- Attended the computer-based trainings.

Technical Skills

- MS-Office
- Corporate Mailings with the Clients as well as Vendors.

Personal Data

Name : Chapuri C Avinash Kumar

Father Name : Chepuri Anjaneyulu

Date of Birth : 08-02-1991

Nationality : Indian

Languages : English, Telugu, Hindi

Marital Status : Single

DECLARATION:

I hereby declare that the facts mentioned in this resume are true to the best of my knowledge and belief.

(Chapuri C Avinash Kumar)