**** GEETHU THOMAS**

 **Mobile: +97333717355 (BAHRAIN)**

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**ADMIN CUM RECEPTION EXECUTIVE (3 YEARS)**

A confident communicator with a friendly manner who is able to work on reception as a main point of contact for all visitors to a surgery. A versatile, conscientious individual with an innovative approach to problem solving and extensive experience in a variety of administrative and customer service roles. An able and versatile worker is a self-motivated, reliable and enthusiastic team player. A sensitive listener experienced in dealing with people from diverse backgrounds, provides high levels of customer care to both internal and external customers managing challenging situations with confidence and maturity. With sound organizational and time management skills can handle a large and demanding workload whilst paying great attention to detail and quality standards.

**SYNOPSIS**

* Excellent communication skills both written and verbal
* Have an experience of more than 3 years in dealing with Document activities.
* Completed all assigned tasks well before the end time.
* Assisted seniors and coordinated with subordinates in professional attitude.
* Maintained constant communication with project teams.
* Registering Correspondence in EDMS , Scanning, Filing and Making Transmittals
* Works well under pressure with the ability to priorities
* Excellent organizational and time management skills
* Excellent telephone manner and be able to liaise well at every levels.
* Willing to undertake training as required to ensure the effective & efficient use of resources
* High levels of concentration ensuring precision, accuracy and attention to detail

**KEY ACCOUNTABILITIES**

**DOCUMENT CONTROLLER**

* Handling and maintaining all types of incoming & outgoing correspondences & transmittals.
* Answering telephone calls and dealing with face to face enquiries
* Managed data entry for database
* Liaising with couriers and delivery companies.
* Update all data base in excel.
* Communicate and liaise with managements.
* Following internal and external overdue reports.
* Proper document classification, sorting, filing and proper archiving.
* Issuing Documents as per their status and requirement through the Engineering Transmittals generated to the Client, Consultant, Project Departments and Company Head Office
* Full control on document management system for incoming and outgoing of any documents and drawings.
* Daily timesheets consolidation.
* Arrange gate pass and safety induction to Vendors

**ORGANIZATIONAL SCAN**

**SHIFA AL JAZEERA MEDICAL CENTRE, BAHRAIN**

* Location - BAHRAIN / Manama
* Position - **ADMIN CUM RECEPTION**
* Period - 15-March-2018 to Till Date

**TRAINING**

* Department Of Airline, Tourism and Hospitality Management.
* Department Of International Language and Soft Skill Training.
* Department Of Aviation Security and Intelligence.
* Department Of Flight Handling and Ground Operations.
* Department Of Airline Cabin Crew and Commercial Service

**EDUCATION**

* **Bachelor of Business Administration [BBA]** **in Airport and Airline Management from Bharatiyar University.**
* **BEC [British English Communication] certificate from British Council.**
* **IATA Certificate in Airline Customer Service (IN-ADD-3-001)**
* **Bachelor of Diploma in Aviation Management [BDA]** **from Asian Airline Academy.**

**RELEVANT SKILLS**

**Competencies:**

* Airfare & Ticketing
* Formation of Tourism
* Hotels, Resorts & flight catering services
* Airline Passenger & Baggage Handling
* Airline marketing and Business administration
* Aviation security
* Cabin crew training
* International customer service
* Cargo management
* Ability to priorities and organize a heavy workload.
* General knowledge of office procedures and policies.
* Ability to quickly file alphabetically and numerically.
* Can use Microsoft Office Outlook, Word and Excel confidently.

**IT FORTE**

* Well versed with MS Office, Windows and Internet Applications Word, Excel, PowerPoint

**PERSONAL SNIPPETS**

Date of Birth : 27 March 1995

Linguistic Abilities : Malayalam (Speak & Write), English (Speak & Write), Hindi (Speak & Write) and Tamil (Speak)

Address : Ezhukunnel (H) Kunnumkai P O West Eleri, Kasaragod, Kerala, India

Marital Status : Married

Father Name : Thomas

Mother Name : Valsamma

**Passport Details**

Passport No : N9941506

Date of issue : 28/04/2016

Date of Expiry : 27/04/2026

Place of issue : Kozhikode

**Declaration:**

 I hereby declare that all the details mentioned above are true to the best of my knowledge & abilities. I shall produce my Testimonials at the time of interview/ Appointment.

Place: BAHRAIN yours sincerely,

Date: Geethu Thomas