



ROSHNI MARY ROY

Date of birth: 08/07/1990

Nationality: Indian

Gender: Female

Country of Residence: QATAR

CONTACT

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ABOUT ME

To acquire sound professional knowledge, expertise and creativity through sincerity and hard work and apply these skills to meet the challenges and need for the organization which I am working so as to involve in its up liftmen along with self-development

WORK EXPERIENCE

Receptionist May 2023 - Nov 2024

Medical Mission Multi-Specialty Hospital parumala kerala

- . Greeting patients
- . Maintaining medical records
- . Assisting patients with completing necessary forms and documentation
- Scheduling appointments
- . Answering and forwarding phone calls

09/2022 – 12/2022 Lussail, Qatar

Receptionist The living adventure (Managed by Accor)

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Answering screening and forwarding incoming phone calls
- Receiving and sorting daily mail
- Chech-In and Check-Out

10/2010 – 11/2019 Cochin, Kerala, India

Supervisor BWFS (Bird world wide flight services) dedicated to Etihad airways at Cochin International Airport

10/2009 – 09/2010 Kerala, India

Restaurant Hostess Zuri Resort and Spa Kumarakam

05/2009 – 06/2009 Kerala, India

Telecaller Frankfinn Institute of Airhostess Training, Kottayam

EDUCATION AND TRAINING

2008 – 2009 Kerala, India

BTEC-HNC in Aviation, hospitality & Travel Management
Frankfinn Institute of Airhostess training, Kottayam,

Address Kerala, India

2006 – 2008 Kerala, India

Higher Secondary Education Board of Higher Secondary Examination

Address Kerala, India

2005 – 2006 Kerala, India

Matriculation [SSLC] Board of Public Examination

Address Kerala, India



Other language(s):

English

Listening
C1

Reading
C1

Spoken production
C1

**Spoken
interaction**
C1

Writing
C1

DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Social Media | Google Drive | Skype

ADDITIONAL INFORMATION

Training Attended

Awareness and Trainings

1. **Dangerous goods Awareness (Cat-9) Course conducted by BWFS** – Detailed study of various categories of dangerous goods and prohibited items that we could come across in day to day flight handling operations
2. **DCS in Basic Check-in Training Conducted by Etihad Airways** - System training provided in Amadeus Departure Control System for check-in procedures
3. **Sabre Sonic Advanced check-in Training conducted by Etihad airways.**
4. **Ramp Awareness Security Training Conducted by BWFS**
5. **US Visa And Passport Training Conducted by CIAL** – Document Inspection and Imposter Recognition - U.S. Consulate general Chennai
6. **HOTELOGIX (Hotel Management system) For Front desk and Guest Service**

Communication and interpersonal skills

Personal Skill

- Keeping calm in the situation sincerely & honesty.
- Pleasant personality with good physique.
- Strong helping skill.
- Polite & Humble.
- Remarkable patience & motivational skill.
- Work with positive attitude to contribute the healthy functioning of the organization

Hobbies and interests

Hobbies

- Travelling
- Reading
- Writing
- Photography
- Listening Music

Passport Details

Passport No. : T8884738

Passport No. : T8884738
Place of Issue : Cochin
Date of Issue : 13.09.2019
Date of Expiry : 12.09.2029

I hereby declare that the information mentioned above is true to the best of my knowledge and belief.

Qatar