

# CURRICULUM VITAE

## MANU THOMAS



MOB.: +91 9961970517

E-mail:  
manuthomaskumily@gmail.com

### Address for Communication

Chempakasseril House, South  
Kalamassery, Rajagiri P.O,  
Cochin, Kerala

Pin:686563

### Personal Data:

Date of Birth : 06/01/1992

Sex : Male

Father's Name: Thomas

Nationality : Indian

Marital Status : Single

Mother Tongue: Malayalam

Languages Known: English,

Hindi, Tamil, Malayalam

### Career Objectives

To pursue a challenging career in an organization that provides me an opportunity to utilize my skills to become an eminent professional with excellent analytical and functional ability.

### Educational Qualification

S S L C, Plus Two, B T S

### Strength and Skills

- Good understanding ability
- Able to deal with people diplomatically
- Good Motivator
- Good Listener
- Sincere
- Team Management
- Hard working

### Hobbies

- Travelling
- Reading
- Playing

## **Professional Training / Experience :**

- Participated in a one-month travel agency Training programme
- Organized the highly acclaimed College festival at Holy Cross College, Puttady
- One year job experience in Travel Agency( MPM TRAVEL XS) as a Customer Care Executive and Airport Representative at cochin(15-07-2013 to 20-06-2014)
- Six month job experience in Hotel as a Front Office in charge(Tiger View Villas from 23-06-2014 to 06-02-2015)
- Two year and Nine months job experience as a Front Office Trainee Supervisor in CGH EARTH Experience Hotels (Coconut lagoon from 09-02-2015 to 31-10-2017)
- One year working as an inbound Executive at Cox and Kings. (02-11-2017 to 06-11-2018)
- Since 2018 onwards working as a freelance Tour Manger. (I have done tours & also done escorting for inbound, outbound, MICE, domestic tours for many reputed company's)

## **Learning includes-**

- Observing the Team handling by Manager
- To assist the Manger in handling guest request and complains
- To handle the subordinates in a manner which will increase the employee performance and help to build a healthy work culture of the organization
- Understanding the administration activities

## **Educational Qualification**

| <b>Course</b> | <b>Institution</b>          | <b>Board/<br/>University</b>            | <b>Year of<br/>Completion</b> | <b>% of Marks</b> |
|---------------|-----------------------------|---|-------------------------------|-------------------|
| S S L C       | MAIHSS<br>Murukkady, Kumily | Board of Public<br>Examinations, Kerala | 2008                          | 78                |
| Plus Two      | NSPHSS PUTTADY              | Board of Public                         | 2010                          | 70                |

|       |   |                      |      |    |
|-------|---|----------------------|------|----|
|       |   | Examinations, Kerala |      |    |
| B T S | Holy Cross College Of Management &Technology, Puttady | M G University       | 2013 | 65 |

### **DECLARATION**

I hereby declare that the above furnished details are true to the best of my knowledge.

Place: Kochi

Yours faithfully,

Date: 25/01/2022

Manu Thomas.