

CONTACT



Jyothi Kativaran

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in Sanjana Kativaran

EXPERIENCE

September 2023 -
June 2024

- **Event Coordinator**

PI KITCHENS - YARD HOUSE BREWERY

- Performed research in order to gain deep understanding of different requirements and details of each event
- Meet with clients and coordinate with them regularly
- Hiring/ Training and overseeing the staff
- Evaluate personnel
- Handled, coordinated and overseen all event operations
- Carefully supervised event preparation activities
- Analyzed and evaluated event's results
- Created and presented reports to the authority
- Monitoring HR activities

April 2021 - August
2023

- **Counsellor cum Front Office**

INSTITUTE FOR ADVANCED SAFETY MANAGEMENT

- Welcoming all visitors and interacting with them
- Managing & scheduling appointments
- Organized counselling programs that inculcates the students in question
- Mediate in the case of misunderstandings between students and faculty
- Review both current and past reports about the students in a bid to check their progress levels and also make further recommendations if needed
- Attending staff meetings so as to be kept in the know on issues that have to do with students' academic performance.

August 2017 -
March 2021

- **Faculty**

ALLIANCE HOTEL MANAGEMENT

- Hands-on experience of communication and Sound knowledge of principles and methods for communication curriculum
- Remarkable ability to combine pieces of information to form general rules
- Superior skills in communicating effectively in writing and verbally
- Excellent classroom management

August 2015 - July
2017

- **Team Member**

SBI INSURANCE SECTOR

- Developed a positive working relationship with clients
- Approached clients via cold calling and direct mail to inquire about their insurance situations and future needs
- Explained the differences in policy specifics so clients can make informed decisions about their purchases

EDUCATION

- | | |
|------|---|
| 2015 | <ul style="list-style-type: none">• VANI DEGREE COLLEGE/ OSMANIA UNIVERSITY
Bachelor of Commerce (General)
85% |
| 2012 | <ul style="list-style-type: none">• VANI JUNIOR COLLEGE FOR GIRLS
Intermediate (CEC)
76% |
| 2010 | <ul style="list-style-type: none">• NEW EDEN MODEL HIGH SCHOOL
SSC
83% |

SKILLS

- MICROSOFT OFFICE - Word Excel PowerPoint
- GOOGLE DRIVE- Google Docs Google Sheets
- Ability to work independently
- People's Management
- Problem Solving

INTERESTS

- Trusting in God
- Watching Wrestling
- Enjoying my own company

PERSONAL DETAILS

- Date of Birth : 25/03/1995
- Marital Status : Single
- Place : Hyderabad

DECLARATION

- I certify that the information provided in this resume is true and accurate to the best of my knowledge.

Date
Signature