

HARISHA KODURU

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Career Objective:

- Energetic and people-focused BBA Professional with hands-on experience in front office & back Office administration operations and customer relations in the hospitality industry.
- Seeking to contribute to a dynamic educational institutions & it's environment by ensuring smooth back office administrative operations and exceptional front office operations, visitor experience etc.,

Educational Qualification:

- *ALLIANCE UNIVERSITY* Anekal, Bangalore.
Bachelor of Business Administrations (BBA-Honor's) 2021- 2024
- *SRI CHAITANYA e-TECHNOSCHOOL* Marathahalli, Bangalore.
PUC-CBSE(MPC)-64.4%
- *ST.PETERS SCHOOL, Kaikondarahalli, Bangalore.
10th Std- ICSE- 62.5%

Certifications:

- Certificates from MSME, govt. of India Viz., Data Extraction & Data Analysis, Fundamentals of AI/ML, GST Practitioner etc.,
- Certification Courses from Coursera on-line Viz., Foundations of Project Management, Corporate Strategy, Innovative & Emerging Technologies, Research Methodologies etc.,
- Certificate in Black-Belt in Kung-Fu , issued by International Academy For Learning Martial Arts.

Professional Experience:

▪ Front Office Executive

Icon Hotels, Bhagini Hospitalities Pvt., Ltd. Bangalore

May 2024 – Feb' 2025

- Managed front desk operations, maintained guests & visitor records, and handled incoming calls.
- Coordinated with housekeeping and admin for guest requirements.
- Delivered high guest satisfaction by ensuring timely and courteous service.

▪ Sales Executive (Internal Job Rotation)

Icon Hotels, Bhagini Hospitalities Pvt., Ltd. Bangalore

1st March' 2025 – Till to Date.

- Assisted in telephonic sales and client follow-ups as a inside sales executive
- Maintained CRM records and supported the marketing team in daily tasks.

Internship Experience:

- **Supply Chain Management Intern**
TATA Electronics Pvt., Ltd.
Jan 2023 – Mar 2023

- Documented vendor data, tracked order status, and supported logistics coordination.
- Gained real-time exposure to supply chain workflows and documentation processes.

Skills :

- Admin Office Management
- Visitor Handling & Communication
- MS Office (Excel, Word, PowerPoint)
- Google Workspace (Docs, Sheets, Calendar)
- Email & Telephonic Etiquette
- Scheduling & Coordination
- CRM, ERP, PMS Tools (Basic)
- Time Management & Collaborative

Languages:

- English – Fluent
- Hindi – Fluent
- Kannada - Bilingual / Mother Tongue
- Telugu – Bilingual

Strengths:

- Pleasant personality & excellent interpersonal skills
- Ability to multitask and remain calm under pressure
- Quick learner with a positive attitude & behaviour

Personnel Details:

- DOB : 24th May'2003.
- Marital Status: Bachelor.
- Hobbies: Volunteering ISHA outreach programs.

- I hereby declare that the information provided above is true to the best of my knowledge.

Date: 14th May'2025

Place: Bangalore

Signature: HARISHA KODURU

PS : Work History related References provided up on Request.