

SREEJA.V.



EMAIL ID:

sreejasudevan5@gmail.com

PRESENT ADDRESS:

Aerate House,
Parakalam,
Pallassana- 678 505
Kerala

PERMANENT ADDRESS:

Sree Kannas,
1175, Periyar Nagar,
Rajagopalapuram,
Pudukottai - 622 003
Tamil Nadu

PH: 70128-78979

PERSONAL DATA:

Date of birth	:	01.08.1993
Languages	:	English, Malayalam ,Tamil Hindi(Read and Write)
Mother Tongue	:	Malayalam
Marital Status	:	Married
Husband's Name	:	Subhaash Narayan A.S
Husband's Occupation	:	Farmer

Objective :

- ✓ To obtain a good position in your reputed company that will further enhance my knowledge and experience, thereby contributing to the growth and work in a professional atmosphere of teamwork, where I can best utilize and enhance my personal skills.

Personal:

- ✓ Organized, dependable and innovative. Detail oriented. Maintains discipline, good work habits, ethical conduct, and a philosophy of life-long learning. Meticulous about the quality of products, documents and the work environment. Works well with others to accomplish goals and foster individual development

Interpersonal Skill:

- ✓ Ability to rapidly build relationship and set up trust
- ✓ Confident and Determined
- ✓ Ability to cope up with different situations.
- ✓ Customer service skill
- ✓ Time Management skill
- ✓ Problem solving skill
- ✓ Team Management skill

Hobbies:

- ✓ Travelling
- ✓ Pet care
- ✓ Gardening

ADDITIONAL QUALIFICATION:

- ✓ Certification course in Human Rights
- ✓ Diploma in Computer Application
- ✓ Diploma in Hindi Language Courses

EDUCATIONAL QUALIFICATION:

Course	Year of Completion	Institution	Board/University	%
S S LC	March 2009	Mount Zion Matric. Hr.Secondary School , Pudukkottai	Matriculation	71%
HSE	March 2011	Mount Zion Matric. Hr.Secondary School , Pudukkottai	State Board	84%
BBA	2011-2014	J J College of Arts and Science, Pudukkottai	Bharathidhasan University	74%
MBA	2014-2016	RVS Institute Of Management Studies And Research, Coimbatore	Bharathiyar University	78%

TECHNICAL QUALIFICATION:

- ✓ Ms Office
- ✓ Ms Powerpoint
- ✓ CRS (Computer Reservation System)

EXPERIENCE**Job Profile:**

- Worked as Customer Service Executive for Spice jet Ltd., from November 7, 2016 to May 22, 2018 for a duration of 19 months at Kamaraj Domestic Terminal, Tirusulam, Chennai – Airport Services, Chennai.
- Worked as Customer Service Officer for InterGlobe Aviation Ltd., from March 12,2019 to May 31, 2020 for a duration of 15 months at Kamaraj Domestic Terminal, Tirusulam, Chennai – Airport Services, Chennai.

Undergone Training and specialization in following areas:

- Check in & Ticketing Software's - Navitaire & Sky Speed
- Dangerous Goods Regulations
- GONOW software

KEY JOB RESPONSIBILITIES:

- **Reservation, Check in and Ticketing Procedures**
- **Post flight filing duties in Arrivals**
- **Keep self updated with the latest/changes in policies and procedures.**
- **Handling passenger queries & complaints related with baggage discrepancy**
- **Hands on Experience in DOMESTIC and INTERNATIONAL operation.**

Passport Details:

- | | |
|-------------------------|-------------------|
| • Passport No | N7734092 |
| • Date of Issue | 06/04/2016 |
| • Date of Expiry | 05/04/2026 |

DECLARATION:

I promise you conscientious and loyal service, sincere interest in my duties and responsibilities to the at most satisfaction of my superiors.

I, Sreeja.V do hereby declare that the details furnished above are true to the best of my knowledge and belief.

Place:

Date:

SREEJA.V.