**OBJECTIVE**

To secure a position in a challenging environment requiring innovation and to improve my individuality in teamwork and to be an efficient contributor to the development of the organization .

**CARRER SUMMARY**

Hard working with ability to identify, prioritize multitasks and targets and achieve goals and objectives in stipulated time .

**PROCESS ORIENTED**

Sense of association and belonging towards organization and people with ability to inculcate and blend with work culture, principles and practices .

**EDUCATION QUALIFICATION**

* **Diploma in Aviation, Tourism and Hospitality Management** (2015) – From Panache Academy
* **B.COM** (2015) - From Smpic, Ahmedabad (61%)
* **HSC**  (2012) - From Amrut Higher Secondary School, Ahmedabad (73%)
* **SSC** (2010) - From Amrut Higher Secondary School, Ahmedabad (74%)

**PERSONAL DETAILS**

Date of Birth : 22Th September 1994

Gender : Female

Marital Status : Unmarried

Religion : Muslim

Nationality : Indian

Permanent Address : 2833, Vahid Manzil,

Bagbangali,

Dhalgarwad,

Ahmedabad-380001

**PERSONAL COMPETENCIES**

* Hard Working
* Leadership quality
* Adjustable

**COMPUTER SKILLS**

* Basic Ms office
* Ms Word
* Excel

**LANGUAGE PROFICIENCY**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Languages | READ | | | SPEAK & UNDERSTAND | | | WRITE | | |
| Excellent | Average | Poor | Excellent | Average | Poor | Excellent | Average | Poor |
| English |  |  |  |  |  |  |  |  |  |
| Hindi |  |  |  |  |  |  |  |  |  |
| Gujarati |  |  |  |  | - |  |  |  |  |

**EXPERIENCE**

* SPICEJET- 02.4 YEARS
* DESIGNATION- CSE (customer service executive)

**WORK HISTORY**

* Greeted and assisted all passengers, including providing help with checkin, tagging luggage, ticket changes and special service request .
* Borded and deplaned flights, and escorted passengers, including disabled passengers and unaccompanied minors from the aircraft .
* Assisted passengers with special needs and quickly addressed and resolved passengers complaints .

**DECLARATION**

I do hereby declare that the above information given is true and correct .