



KripamolG.Viju

CONTACT

KripaBhavan
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PERSONAL DETAILS

Date of Birth : 14/01/1997
Marital Status : Single
Nationality : Indian
Religion : Christain
Gender : Female
Place : Ernakulam

SKILLS

*Communication *Leadership *Decision Making *Problem Solving *Manangment skill *Time Manangment



ACHIEVEMENTS & AWARDS

Awarded the Best Business Development Manager in 2021

OBJECTIVE

Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skill set. A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

EXPERIENCE

- Ground ataff** 8 july 2016 - 15 November 2016
Ground staff in Trichy international Airport
As a ground handler, Greet and welcome passengers during check-in.and I assist the passengers with Answer any queries passengers might have about flight schedules and operations.
Check bookings and issue boarding passes.
- Administrative Officer** 1st December 2016 - 9th December 2017
Elbow Grease
Plan and execute direct mail campaign, Coordinate calendars, including catered meetings, travel arrangements and maintenance or service appointment
Communicate with clients in-person and via phone and email, maintaining positive relationships and high client satisfactions
- Academic sales Team leader** 2018 - 2019
Acadamey of Media and Design
As a Team Manager is a professional in charge of guiding, monitoring and leading an entire group. Completing administrative tasks, answering incoming calls, and ensuring good customer service. Attending and participating in team meetings ,and motivating their teammates as well as inspiring positive communication within them so that they can work together toward achieving goals
Training new hires. Assigning work. Handling telicallers ,managing data's, telicallers performance evaluation problem solving, daily morning meeting with telicallers evaluate telicallers data's .
- Team leader** 2020 - 2021
Eduworld international
- Bussines Development Mananger** 2023 - (Doing)

Kerala Steds

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EDUCATION

Bachelor of Bussines Administration (Doing) Calicut university	2023
Certified course in Digital Marketing Avodha	2021
Diploma in Avition Airline in Travel and Hospitalitty manangment Tourfed Acadamey for Manangment Studies First	2017
HIGHER SECONDARY GVHSS JDT, VELLIMADUKUNNU	2015
HIGH SCHOOLS GGHSS Nadakkavu	2013

REFERENCE

Sumiya - Eduworld international
HR Mananger
+91 97456 12331