

# CURRICULUM-VITAE



**AARTI GAUR**

## ADDRESS

HOUSE NO-150 C/13, WARD NO -2  
MEHRAULI NEW DELHI-110030



+91 8447445759



## **CAREER OBJECTIVE**

Seeking a challenging position involving in company for development and Implementation of project in an environment where I can grow along with the organization with great responsibilities.

## **EDUCATION QUALIFICATION**

- ✎ Pursuing M.A (Hindi) from IGNOU.
- ✎ Aviation Hospitality Management Course completed from Franklin Institute, New Delhi
- ✎ Graduate in B.A from Delhi University
- ✎ 12<sup>th</sup> Passed from CBSE(Delhi)
- ✎ 10<sup>th</sup> Passed from CBSE (DELHI)

## **PROFESSIONAL QUALIFICATION**

- ✎ Basic Knowledge of Computer Application.
- ✎ Knowledge of SITA RESERVATIONS.

## **LANGUAGE KNOWN**

- ✎ English.
- ✎ Hindi.

## **HOBBIES**

- ✎ Travelling

## STRENGTHS

- ✎ Self motivated power.
- ✎ Good Communication Skills.
- ✎ Wiliness to learn.
- ✎ Sincear Towards The Work & Hard Working.

## WORKING EXPERIENCE

- ✎ Presently Working with Air India SATS as a **Customer Service agent** at Reservation and Ticketing Counter for Air India Airline.

### ⇒ Job Profile

- Reservation, Making New Tickets, Re-Issue, Refund.
- Prepone and Postpone of Domestic and International Tickets.
- Interline Tickets, Staff Tickets & Zed Tickets.
- Checking Counter.
- Arrivals & coordinate with Lost & Found Department.
- Baggage Break-Up area (BBA) & Baggage Make-Up area (BMA).

## PERSONAL DETAILS

Father's Name	:	Mr. Sidhu Gaur
Mother's Name	:	Mrs. Mithlesh
Date of Birth	:	5 <sup>th</sup> Sep1996
Sex	:	Female
Nationality	:	Indian
Religion	:	Hindu

## Declaration

I hereby declare that all the aforementioned information is true to the best of knowledge.

Date    \_\_\_\_/\_\_\_\_/\_\_\_\_

Place    \_\_\_\_\_

**Aarti Gaur**

Signature of Applicant