

AISWARYA K

Mobile: 9074004182
aaiswarya405@gmail.com

LANGUAGES KNOW:

English, Malayalam, Tamil,
Hindi,

Location:

Kannur, Kerala

SKILL

- Negotiation
- Time Management
- Customer Service
- Forecasting

Carrier Objective:

Enthusiastic business administration graduate with strong communication and organization skills, seeking an entry level role to contribute strategic initiatives and gain practical experience in a dynamic environment.

Academic Details:

- **Bachelor of Business Administration**

Calicut University
2021-2024

- **Diploma in Aviation and Airport Management**

STED Council
2022-2024

- **Plus Two**

Kerala Board of Higher Secondary Examination
2018-2020

- **SSLC**

Kerala Board of Public Examination
2017-2018

Academic Project:

A study on recruitment and selection

Kuthuparamba weavers co-operative Society Ltd. (6Months)

Internship:

Tourism and Travel Management , Akbar Travels,Thalassery (3 Months)

- Assist customers with itinerary planning, travel documents, and visa requirements.
- Handle inquiries and bookings from customers via phone, email, and in-person.
- Gain understanding of the company's financial processes, including invoicing, billing, and payment tracking.
- Assist with administrative tasks such as filing, data entry, and organizing documents