

## KRIPA KRISHNAN



### CONTACT

@ kripakrishnan1357@gmail.com

☎ 36277961

📍 Flat No: 13 Bldng no: 172 Road : 2  
601 Block : 326 Gudaibiya Bahrain.

### PERSONAL DETAILS

Date of Birth : 30/05/1988

Marital Status : Married

Nationality : INDIAN

### SKILLS

• Customer care service • Tele-communication skills • Relationship Building • Reservation Executive • Accountant • Report Submitting • Microsoft office experience • Job card opening and closing

### LANGUAGE

• English • Malayalam • Tamil

### INTERESTS

• social activities  
• Traveling  
• Singing  
• Listening to Music  
• Cooking

### OBJECTIVE

A highly dynamic, organized and skilled Customer Support Executive with diverse knowledge of operating customer care department. Seeking a position as Senior Customer Care Executive to utilize my skills and experience in a renowned organization.

### EXPERIENCE

#### Travelogiks(Aradous Travel and Tourism), Manama Kingdom of Bahrain

2015 sep - 2017 Mar

Reservation Executive

##### Jobs & Responsibilities :

- \* Flight ticketing & Reservation
- \* Hotel Booking
- \* Assist in Accounts

#### Customer care Executive – Indus Motors Pvt. Ltd Adoor

2010 Jul - 2014Dec

Customer Care Executive

##### Jobs & Responsibilities:

- Job card opening and closing
- Making 64 VB
- Claim reports submitting
- Billing etc.

### EDUCATION

#### ICS- INDIA IT Education Group Palakkad

2021

Diploma in Indian and Foreign Accounting

#### IATS institute of air travel studies Adoor, Kerala

2015

IATA AVIATION TRAINING

#### G. Tec Computer Education, Pandalam, Kerala

2019

Tally, Certificate of participation 3rd All India Tally Commerce Aptitude Test

#### G. Tec Computer Education, Pandalam, Kerala

2011

G-Operator (windows, Ms-Office, Internet & E-mail

**Kerala university**

2009

BA English

**Padanilam Higher Secondary School, Govt. of Kerala, Padanilam, Kerala**

2005

Higher Secondary (Science )

**Padanilam Higher Secondary School, Govt. of Kerala**

2003

Secondary School Leaving Certificate

## **ADDITIONAL INFORMATION**

### **PASSPORT DETAILS**

Passport no: L4747130

Date of expiry : 03/10/2023

## **COMPUTER PROFICIENCY**

- Tally
- MS Office
- MS Word
- Power point
- MS Excel
- DIFA

## **MY CORE STRENGTH**

- Self motivated, aggressive and ambitious with a strong desire to succeed, now keen to move ahead in challenging position.
- A good communicator at all level who enjoys meeting challenges and seem them through while remaining good humored under pressure.
- An experienced organizer and problem solver able to consider all options with an open mind before making decisions.

## **DECLARATION**

I hereby solemnly declare that the information mentioned above is true to the best of my knowledge.

KRIPA KRISHNAN