CURRICULUM VITAE

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| **A. FATHIMA BEEVI**Department of Catering & Hotel management in Hindusthan College of arts and science. Personal Data Date of Birth : 10th Aug 1989Sex : FemaleNationality : IndianLanguages : English, Tamil,  Malayalam and  Arabic.  | Career Objective A highly-motivated, productive and customer-focused team player with strong communication, interpersonal, organizational, time management, analytical and problem solving skills. where, I could shoulder the job responsibilities in the professional environment and attain self growth as well. Major Strength* Extrovert, diplomatic and hard working
* Achieve goals in critical environment and good decision making
* Capability to analyze problems deeply and think of effective solutions
* Fierce determination and perseverance in achieving set goals.

Educational Qualification

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| **Course** | **Name of the School/College** | **Name of the Board/University** |
| 10 & +2B.Sc Catering & Hotel Management  BTEC HNC (Edexcel UK) | Bharath Matriculation Higher Secondary School, GudalurHindusthan college of arts and science, CoimbatoreFrankfinn institute of air hostess training, Coimbatore  | State Board,Tamilnadu.BharathiarUniversityDiploma course  |

Hands on Computer :* Knowledge on Ms-Word , MS-Excel , Power point and Internet
* DOA ( Diploma in Office Application) in Computer Application

 Certifications :* FRANKFINN INSTITUTE OF AIRHOSTESS TRAINING :
* Successfully completed one Year course in Aviation, Hospitality and Travel Management
* Galileo CRS basic and Advanced Course
* In-flight training in Jet Airways charter flight number 9w8035 and has been familiarised with in-flight cabin crew operations, airport ground handling services including check-in, security procedure and arrival services
* English Edge programme with the certification of BBC

 * Participated in the "Udaan-2008 Customer Interaction Project" covering areas of Real Life Customer Interaction & Service, Leadership Training and Team Work
* HINDUSTHAN COLLEGE OF ARTS & SCIENCE:
* Certified with Degree course in B.Sc Catering Science & Hotel Management First class with Distinction

Industrial Exposure Training :* Industrial exposure training in **TAJ MALABAR** (Five Star Property) at Kochi, “Taj Group Of Hotels” for a period of four months
* In-flight training in **JET AIRWAYS** (Chennai to Hyderabad) by **Frankfinn Institute of Airhostess Training**

Achievements :* Secured University **3rd Rank**  in Bharathiar university
* 1st Place in Paper Presentation on “ HR ”
* Had participated state level seminar in “A Day with a chef ”

Area of interest :* Front Office (Customer oriented)

Other Skills :* Good communication skill
* Pleasant Telephonic Ethics
* Tri-lingual person

Linguistic Skill :

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| **Language** | **Reading** | **Writing** | **Speaking** |
|  Tamil |  |  |  |
|  English |  |  |  |
|  Malayalam |  |  |  |
|  Arabic  |  |  |  |

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