CURRICULUM VITAE



NIJIN

NIJIN.337288@2freemail.com

**CAREER OBJECTIVE**

An enthusiastic professional with 4 year of experiences in customer service and administration willing to pursue a career with personal and organizational development.

**PROFESSIONAL EXPERIENCE**

* **Organisation: Trinity Air Travel and Tours Pvt Ltd**

**Designation: front desk executive and administration {sep2011-july2012}**

* **Organisation: Air India SATS**

**Designation: Customer Service Agent -1 {jan2013-jul2013}**

* **0rganisation- Futurepoint educational services**
* **Designation- Public relations officer {2013 nov \_ 2017 feb}**

 **KEY SKILLS &STRENGTH**

* Good networking skills
* Excellent communication skills
* Marketing abilities – Experience in identifying market segments/trends and potential customers
* High level of promotion and advertising skills
* Experience in performing research studies on travel issues from start to finish

 **COMPUTER KNOWLEDGE**

* Microsoft office (Word, Excel).
* Windows.
* Internet concepts & E-mails.

**BRIEF OVERVIEW**

* Graduate in Bachelor of Commerce.
* Diploma in IATA-UFTAA Consultant Programme.
* Good exposure in handling business queries and communication with clients.
* Knowledge in operations in front office and back office.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- |
| COURSE | UNIVERSITY/BOARD | YEAR OF PASSING |
| B.Com | Periyar University, Salem | 2012 June |
| +2/P.U.C | Govt of Kerala, Board of Higher Secondary Examinations | 2007 March |
| C.B.S.E | Central Board of Secondary Exams |  2005 March |

**PERSONAL PROFILE**

 Name -Nijin

 D.O.B -18.08.1989

 Gender -Male

 Religion -Hindu

 Nationality -Indian

 Marital Status -Unmarried

**LANGUAGES KNOWN**

 To Speak :-English, Malayalam, Tamil, Kannada, Hindi.

 To Read :-English, Malayalam, Hindi.

 To Write :-English,Hindi,Malayalam

**DECLARATION**

 I consider myself familiar with these aspects and i am also confident in my ability to work in a team. I hereby solemnly affirm and declare that all the information given by me is true and correct to the best of my knowledge.