***Judith.357048@2freemail.com***



|  |  |
| --- | --- |
| ***Judith***  | **RESUME****OBJECTIVES**Seeking a suitable position looking for substantial responsibility where my skills and varied experience would be fully utilized in a career opportunity and where and making a significant contribution to the success of my employee will gain me career advancement opportunity.**PROFESSIONAL QUALIFICATION**Diploma in Air line and Airport Management course at International Educational Council Eranakulam (2011)**ACADEMIC QUALIFICATION*** S.S.L.C (Kerala state board)

St Joseph’s H.S., Sakthikulangara, Kollam (2008)* H.S.E ( Kerala state board)

The Chapter College, Kollam (2010)* Graduated in BBA(Bharatiar university)
 |

***WORK EXPERIENCE***

1. Worked as Banquet Staff in Hotel Gokulam Park, Kaloor in Cochin for 10 months.
2. Worked as Customer Care Executive in First Source Solution Pvt. Ltd. for 16 months.
3. Worked as Academic Counsellor cum Front Office Executive in an Aviation Institute

***KEY SKILLS***

* Capacity of working long hours when its require
* Hardworking
* Yield profit through waste and time management
* Initiative

***RESPONSIBILITIES***

* To report on time for duty
* Be aware of opening/closing procedure.
* Check the cleanliness of the outlet.
* Maintain the service standards.
* Ensure smooth service by practicing team work.
* Customer satisfaction
* Ensure that complete handover is given at the end of every shift

***PERSONAL DETAILS***

Name : Judith

Date of Birth : 19/04/1993

Gender : Female

Nationality : Indian

Current Location : Sharjah

Visa Status : visit

Religion : Christian

Martial status :Single

Languages known : English , Malayalam ,

***DECLARATION***

Ihereby declare that all the above furnished details are true and best to my knowledge and belief