FATHIMA.358060@2freemail.com

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| **C:\Users\Rabiya Beevi\Desktop\New folder\DSC_1380-1.jpg****FATHIMA**  | Career Objective A highly-motivated, extrovert and customer-focused team player with strong communication, interpersonal, organizational, time management, problem solving skill,fierce determination and perseverance in achieving set goals. where, I could shoulder the job responsibilities in the professional environment and attain self growth as well.Educational Qualification* DOA ( Diploma in Office Application) in Computer Application
* 2007-2008 : **BTEC HNC (Edexcel UK)** in Frankfinn Institute of

 Airhostess Training, Coimbatore * 2007-2010 : **B.Sc Catering and Hotel Management** in

 Hindusthan College of Arts & Science, CoimbatoreWork Experience* **Front Office Administration** (Designation) in Joseph and Joseph Associates in Gudalur from March 2014 till Dec 2016
* Handling clients queries and Administrative duties
* Assists Attorneys and Paralegal with managing schedules
* Responsible for Documentation and Files
* Coordinating meetings and appointments, manage schedules including trial dates, hearings and attending calls

 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 procedures 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 for Ground Handling and Cabin Crew in **JET AIRWAYS** (Chennai to Hyderabad) by **Frankfinn Institute of Airhostess Training**

Hands on Computer * Proficient in MS Windows, MS Word, MS Excel, MS PowerPoint, Internet Explorer, Galileo and Fidelio

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  |  |  |  |

I assure that the above furnished information is true to my knowledge and if given an opportunity will exhibit my best efforts at all times |