[FATHIMA.358060@2freemail.com](mailto:FATHIMA.358060@2freemail.com)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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, Coimbatore  Work 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 :   |  |  |  |  | | --- | --- | --- | --- | | **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 |