LINDA

LINDA.364867@2freemail.com

**Career Objective**

To seek a challenging and responsible position in a large and professional organization where I will have

the opportunity to make a positive contribution to business growth and to achieve a personal development and a career advancement, where it would strongly help in motivating my capabilities to fully prove my worth and my soon to be team to a substantial target beating performance.

**Currently working**

**Administrative Executive**

Vertilex Web Design

(Dec 2015 – present)

 Job Description:

* Send quotations
* Report and Presentation
* Organize and schedule meetings and appointments
* Maintain contact lists
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Sells products by establishing contact and developing relationships with prospects; recommending solutions.

**Career Timeline**



Worked as

# Executive Assistant/ Accountant

HINDUSTAN BEACH RETREAT, TRIVANDRUM, KERALA

(June 2014 - Sept 2015)

Job Description:

o Arranging appointments.

* Typing, word processing and filling.
* Organizing and servicing meetings (producing agendas and taking minutes). o Co-coordinating mail-shots and similar publicity tasks.
* Maintains accounting records by making copies; filing documents.
* Reconciles bank statements by comparing statements with general ledger. o Verifies financial reports by running performance analysis software program.
* Maintain and process approved purchase orders as assigned by the supervisor. o Prepare invoices for payment.
* Planning of meetings, seminars, conferences and forums

**Career Timeline**

**Ground crew (GSA)**

AIR INDIA SATS (TRIVANDRUM INTERNATIONAL AIRPORT), KERALA (Jan 2011 – Dec 2011)

Job Description:

* Checking passengers in for flights
* Re-routing or re-booking passengers whose flights have been delayed. o Assisting disabled passengers or those travelling with young children.
* Assisting passengers with all enquiries, including lost or delayed baggage.
* Assisting staff in carrying out security checks as and when the situation arises.
* Delivering high levels of customer service to passengers and those travelling through the airport.


# Head Receptionist

SANCTUM SPRING HOTEL, TRIVANDRUM, KERALA (Oct 2009 – Dec 2010)

A receptionist has many duties that range from being friendly and polite, to other defined duties such as organizing work activity, basic accounting and updating the management on scheduled appointments and meetings.

Job Description:

* To receive the company’s incoming visitors. o Filing and sorting of documents.
* Data entry.
* Mail management.
* Checking of invoice accuracy.
* Keep accounts of the funds received and make note of balance payment. o Making room reservation.
* Sending email reminders to clients for booking confirmation. o Managing car rentals and flight booking for the clients.

**Receptionist**

HINDUSTAN BEACH RETREAT, TRIVANDRUM, KERALA (July 2009 – Sep 2009)

Job Description:

* To receive the company’s incoming visitors. o Filing and sorting of documents.
* Making room reservation. o Check in & check out.
* Accounts.
* Managing car rentals and flight booking for the clients.
* Sending email reminders to clients for booking confirmation.

**About me**

**Born on :** 2nd November 1989

**Languages:** English,

Malayalam, Hindi,Tamil

**Marital Status :** Single

*I, hereby declare that the above details furnished are true to the best of my knowledge and faith.*

**Qualifications**

**Bachelor of Computer Application(2011-2014),IAMS**,

India

Diploma: Aviation, Hospitality, Travel Management from Frankfinn Institute of Airhostess Training

Skilled in MS Office Applications & Internet

References available upon request.