**RESUME**

Email​​​**​​​​**:**​**​ sachin.374833@2freemail.com



|  |  |
| --- | --- |
| Name | **: *Sachin****​​* |
| Sex | **:** | **Male** |
| Date​​Of​​Birth | **:** | **12/09/1992** |
| Marital​​Status | **:** | **Single** |
| Driving​​License | **: LMV**​​**+**​​**Two**​​**Wheeler.** |
| **Passport**​​**Details** |  |  |
|  |  |  |  |
| Issue​​Date | **:** | **28/03/2015** |
| Expiry​​Date | **:** | **27/03/2025** |
| Place​​of​​Issue | **:** | **Cochin.** |



An enterprising young candidate seeking a responsible and challenging position in a reputed firm where my education and background will be of value, expand my knowledge, and offer opportunities​​for​​personal​​&​​professional​​growth.



**A.**​​​**IndiGo**​​**Airlines**

Airport **:Kempegowda International Airport,Bangalore**

Designation **:**​​**Customer**​​**Service**​​**Officer**

Period​​Of​​Working **:**​​**11-Aug-2016**​​**to**​​**03-May-2017**

**Work**​​**Description**

* Delivering​​the​​highest​​level​​of​​Customer​​Service​​at​​all​​customer​​touch​​points
* Constant​​liaison​​with​​Check-in,​​Boarding​​Gate,​​Ramp,​​Cargo,​​Lounge
* Supervising service partners activities for the smooth acceptance of passengers
* Directing Arriving/Departing passengers to respective areas such as Arrival Hall,​​Transfer​​Area,​​Departure​​Gate,​​Lounge,​​etc
* Handling​​baggage​​claims
* Ensuring​​compliances​​with​​OR​​safety​​an​​security
* On​​Time​​Performance

|  |  |
| --- | --- |
| ​​**B.**​​​**Max**​​**Car**​​**Care**​​**–**​​**Kottayam,**​​**Kerala** |  |
|  | ​​​**​​**Position​ | **:**​​​***Admin****​​****&****​​****Customer****​​****Relations****​​****Officer****​*. |
|  | ​​​**​​**Period​ | **:**​​​**November**​​**2012**​​**–**​​**August**​​**2014** |

**Work**​​**Description**

* Database​​Management
* Sales​​inward​​&​​outward​​accounting.
* Coordination​​with​​major​​automobile​​dealership​​&​​Body​​shop.
* Lodging​​insurance​​policy​​with​​insurance​​companies.



**Bachelor**​​**of**​​**Business**​​**Administration**​​**in**​​**Aviation.**​​​**​​​(2012**​​​**–**​​**2015)**

**Aptech**​​**Aviation**​​**Academy**​​**–**​​**Cochin.**



* Was​​a​​part​​of​​4x4​​extreme​​jeep​​off​​roading​​club​​conducted​​in​​kerala
* Won​​prices​​in​​roller​​skating​​championships
* Was​​a​​part​​of​​school​​cricket​​team​​in​​2009
* Attended​​bicycle​​championship​​in​​high​​school
* Badminton​​player



Office​​Automation ​​​**:**​​**MS**​**-Office.**



​​​Speak :​​​**English,**​​​​**Hindi,**​​**Tamil**​​**&**​​**Malayalam.**

Read​​​&​​​Write **:**​​​**English,**​​​**Hindi**​​**&**​​**Malayalam.**

**Declaration:**

I​​hereby​​declare​​that​​above​​information​​is​​correct​​to​​the​​best​​of​​my​​knowledge​​&​​belief