

**DOLLY**

**OBJECTIVE**

To work in a Company where I can exhibit my talents under the guidance of my Supervisors and Managers

**ACADEMIC BACKGROUND**

**University of Mumbai**

B.Com, 2015

First Class

**K.P.B Hinduja College of Commerce**

H.S.C, 2012

First Class

**M.G.Parulekar High School**

S.S.C, 2010

Distinction

**CORE SKILLS:**

-Excellent Communication Skills -Dedicated

-Ability to quickly grasp new concepts

-Hardworking

-Team-player

-Excellent practical knowledge

**HOBBIES**

* Travelling
* Socializing
* Reading

**OTHER INFO**

**DOB** : 26 Nov, 1994

**Nationality** : Indian

**Languages Known** : English, Hindi,Marathi

**EXPERIENCE**

Customer Service

Assistant,

26 Feb, 2018 – May, 2019

**My Roles & Responsibilities were**

* Passenger Check-In
* Facilitate Boarding and deplaning
* Solving customer problems and queries
* Guests requirements if any
* Scanning Flights, Connections and Pre-reserving seats as per requirement
* Assisting Duty Manager

**DURGADEVI SARAF INSTITUTE OF MANAGEMENT STUDIES**

Administration Assistance/ HR 21 Mar, 2016 - 30 Jan, 2018

**My Roles & Responsibilities were**

* Handling joining formalities and Exit formalities.
* Organize and maintain personnel records.
* Prepare HR documents, like employment contracts and new hire guides.
* Assist payroll department by providing relevant employee information (e.g.

leaves of absence, sick days and work schedules)

- Answer employees queries about HR-related issues.

* Arrange travel accommodations and process expense forms

**CONTACT DETAILS:**

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