**Mrs. PRITI**

Email: - priti.279623@2freemail.com

***Professional Skills:-***

* Teamwork spirit and the ability to interface with all departments in the organization.
* The ability to multitask, work under pressure and supervise.
* Good oral and written communication skills.
* Ability to work independently and as a team member.

***Professional Summary:-***

**Job Designation:** Asst. Supervisor (Int. Airport) (KENYA AIRWAYS)

**Company Name:** CAMBATA AVIATION PVT. LTD

**Period of Service:** January 2013 – to March,2016

**Job Description:**

* Check status of flights including catering uplift and adjust as required.
* To provide all necessary information to passengers and make their journey easier and comfortable.
* Carry-out the upgrades according to the guidelines in respect of Overbooking.
* Personally deal with denied boarded and off-loaded guests, irate guests on exceptional basis.
* Handle special situations and conditions. e.g. - Cancellation, Overbooking.
* Carry out check-in, boarding and disembarkation procedures (VERSION - LISONS & ALTHEA).

**Job Designation:** Asst. Manager Admissions

**Company Name:** MARSS INDIA EDU. PVT. LTD

**Period of Service:** November, 2011 to April, 2012

**Job Description:**

* To convince students and be able to generate the interest towards higher education.
* To speak with aspiring students and give them the right career options for Graduate and Post Graduate courses.
* Working on job portals and lining up professional for the walk-in.
* Screening the resumes of the walk-in counseling and suggesting the.
* Right course, co-ordination, Individual performance tracking.
* Managing inbound and outbound call activities Individual performance tracking.

**Job Designation:** Sr. Counselor

**Company Name:** GEIS – SAP Training Institute

**Period of Service:** May, 2009 to June, 2011

**Job Description:**

* Team management with team building, motivation & counseling of them whenever required.
* Mentoring and coaching of team to improve performance.
* Working on job portals and lining up Professional for the walk-in.
* Screening the resumes of the walk-ins counseling and suggesting the right course.
* Managing inbound and outbound call activities.
* Driving sales target within team.
* Individual, Performance tracking.
* Internal Performance tracking.
* Continuous work process improvements.

***Qualification Background:***

|  |  |  |
| --- | --- | --- |
| **Education** | **Year of Passing** | **University** |
| M.Com | March, 2005 | Mumbai |
| B.Com | March, 2003 | Mumbai |
| Professional MBA | December,2013 | MS university |

***IT Skills:***

* CCCT Certificate course in computer Technology
* Microsoft Office

I hereby declare that, above given information is true & fair to my knowledge.