**Anitha**

**Email:** **anitha.388033@2freemail.com**

To achieve a challenging & encouraging position which offers great deals of exposure to the latest trends in the **Aviation & Tourism Industry.**

**PROFILE SUMMARY**

A dynamic professional with **2 years** of experience as **Reservation Executive** in Aviation and Tourism Industry.

**KEY SKILLS & STRENGTHS**

* Ticketing (above 10 PAX) on FIT/GIT basis.
* Effective Customer Service
* Written and Oral Communication
* MS Office
* Good in typing
* Ground handling

**HIGHLIGHT OF PROFESSIONAL EXPERIENCE**

* **Executive Reservation**

Track Holidays Pvt. Ltd. Cochin, Kerala, India.

(Air Asia – Sales Office)

From April-17 to Jan-19

**EDUCATION AND QUALIFICATION**

* **IATA Diploma in Passenger Ground Services Agent & BSS Diploma in Airport Management**

Guiders Academy, Thiruvalla, Kerala, India.

Duration: 2016-2017

* **B. Sc. Physics & Applied Electronics**

St. Mary’s College, Manarcad, Kottayam, Kerala, India (Mahatma Gandhi University)

Duration: 2013-2016

* **Higher Secondary (Science)**

Holy Family HSS, Kottayam, Kerala, India.

* **Secondary School**

Don Bosco HSS, Puthupally, Kerala, India.

**TRAININGS & WORKSHOPS**

* Computer Reservation System – Sabre from Guiders Academy, Cochin, Kerala, India.
* Communication and Soft skills from Guiders Academy, Thiruvalla, Kerala, India.
* Participation Certificate in 'one day workshop' held on “Computer Hardware and Maintenance".

**ACHIEVEMENTS**

* Student of the month award for the academic excellence in Guiders Academy
* Actively participated in College Cultural Fest and won prizes.
* Holder of NCC ' B ' Certificate

**LANGUAGES KNOWN**

* English : Read, Write, Speak
* Malayalam : Read, Write, Speak
* Hindi : Read, Write, Speak

**INTERESTS**

* Listening to music and singing
* Travelling

**PERSONAL PROFILE**

 Date of Birth : 23rd June 1995

 Nationality : Indian

 Gender : Female

 Marital status : Single