



ACADEMIC QUALIFICATION

- ❖ BDA (Bachelor Diploma in Aviation Management) from Asian Airline Academy.
- ❖ BBA in Airline & Airport Management from Bharathiar University.
- ❖ IATA in Air line Customer Service from Asian Airline Academy.
- ❖ IASF (International Aviation Security Force) from Asian Air line Academy.
- ❖ BEC (British English Certificate) from British Council.
- ❖ HSE (Political Commerce) from G.H.S.S, Kayamkulam.
- ❖ 10th Board of Public Examination from St. Mary's H S S, Kayamkulam.

COMPUTER SKILLS

- ❖ MS Office,
- ❖ Excel,
- ❖ Word,
- ❖ Outlook,
- ❖ Micro Office,
- ❖ Internet Applications

Curriculum Vitae

ABITHA VIJAYAN

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OBJECTIVE

Aim to associate with progressive organization that gives me scope to apply my knowledge and skills with my hard work and to be involved as part of team that works towards the growth of the organization.

EXPERIENCE

AZKA International Private Limited Overseas Employment

Promoters at Abu Dhabi UAE from April 2020 to May 2021.

- ➔ Coordinator.
- ➔ Receptionist.
- ➔ Document's Controller.

Maurya Rajadhani Four Star Hotel at Thiruvananthapuram India from September 2018 to September 2019.

Guest Relation Agent/Guest Service Agent (GRA/GSA)

JOB DESCRIPTION

Greeting guest during check in and giving a fond farewell to guest while check out.

Coordinate and assist in serving guests.

Documenting of client's information's and financial data to the computer system.

Responsibility for keeping clean seating area for customers.

Handling Guest complaints and concerns in an efficient and timely manner.

LANGUAGES KNOWN

English, Hindi, Tamil & Malayalam

ABOUT ME

Nationality : Indian
Date of Birth : 20-07-1998
Age : 22 years
Sex : Female
Marital Status : Single
Passport No : S 5039765
Passport Expiry: 31.07.2028
Visa Status : Visit Visa
Visa Expiry : 12.03.2022

AREAS GETTING TRAINED IN

- Department of Airline, Tourism and Hospitality Management.
- Department of International Language and Soft Skill Training.
- Department of Aviation Security and Intelligence.
- Department of Flight Handling and Ground Operations.
- Department of Airline Cabin Crew and Commercial Services.

PROFESSIONAL HIGHLIGHTS

- Check the mail And Evaluate Mail.
- Up to date Document's.
- Up to date Document's.
- Labour Coordinator.
- Documenting of Client information to the computer System.
- Check the mail And Evaluate Mail.
- Labour Coordinator.
- Air fare and ticketing.
- Hotels, Resorts and Flight catering services.
- Airline passenger and baggage handling.
- Airline marketing and business administration.
- Aviation security and Airline Cargo.
- DGR
- Cabin crew training and International Customer Service.
- Station manager and cargo management.
- Ramp operation and ATC.

Declaration: - I hereby declare that all the information furnished is true to the best of my knowledge and belief.

Place: Abu Dhabi

Date:

Abitha Vijayan