



**TREESA CATHERINE TANIA
CORREYA**

Dubai
UAE

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Personal Data

Date of Birth: 19-06-1997
Sex: Female
Nationality: Indian

Languages Known

- English
- Tamil
- Malayalam

Hobbies

- Traveling
- Dancing

Computer skills

- Basics (MS-Word, MS-Excel).
- Internet Concepts.

Education

- Bachelor in Economics
2018 (Statistics-politics)

CURRICULUM VITAE

Career Objective

To be a part of a dynamic and growing organization which offer professional environment with creative freedom, scientific approach and practical challenges

Work Experience

Name of the Organization – SKYWINS ONLINE PVT.LTD
Duration – Internship
Role – Front office Receptionist



Nature of Work:-

- Generating the business through Open Marketing, New company Listing, Internal Client references and other marketing sources.
- Setting of high standards & target for self-motivation, focusing on targets & achievements.
- Providing prompt and accurate product & process information to the customers.
- Interaction with the customers and random check on the existing customers about their satisfaction level.

Name of the Organization – FRANNFIN AVIATION INSTITUTION
Duration – 2 Month Internship
Role – Tele caller



Nature of Work:-

- Maintaining Good and Healthy relationship with Customers
- Achieving the given target every month
- Listing of new admission to team leader
- Proper information's to the customer and informing about the Course details.

Name of the Organization – DIMAT CAMPUS DATATEC INSTITUTE OF MANAGEMENT AND TECHNOLOGY
Duration –March 2018 - March 2019
Role – Office Administrator



Nature of Work:-

- Generating the business through telemarketing. Convince the customer about the course details.
- Giving high end support to the existing Customers and help them for Admission process.
- Maintain good relationship with Customers.

Name of the Organization – ASHER GROUP (Abroad Job Agency)
Duration – April 2019 – June 2019
Role – Receptionist



Nature of Work:-

- Achieving the given target every month.
- Generating the New Customers monthly basis.
- Providing accurate Job information to the customer.

Name of the organization – RAMADA PLAZA HOTEL BY WHYDHAM DUBAI, DEIRA
Duration – September 2019 – Currently working
Role - Telephone operator
Department – Front Office



Nature of Work:-

- Maintaining good and healthy relationship with customers
- Giving high end support to the Customers
- Update the information in the Opera System (Opera PMS 5.5)
- Satisfy the wants and needs of the Customers.
- Provide Proper information good customer service

Achievements

- Top performer in Telemarketing.

Key Skills and Competencies

- Excellent Management Skills.
- Strong presentation skills.
- Ability to follow up with clients in timely professional manner.
- Ability to adapt and work in a team.
- Ability to work under pressure.

Declaration

I do hereby declare that the above stated information's are true, complete and perfect is all respects to best of my knowledge and belief.

Place: Dubai

Date:

Treesa Catherine Tania Correya