

Curriculum Vitae



LINTU REEGAN

Email Id:
lintureegan3@gmail.com
Contact: **052 592 10 15**

Personal Data

Date of Birth : 24-01-1992
Sex : Female
Nationality : Indian
Marital Status : Married
Husband Name : Reegan
Languages known : English,
Malayalam,

Passport Details

Passport no : M1505757
Date of issue : 26/08/2014
Date of expiry : 25/08/2024
Place of issue : Cochin
Visa status : House Wife Visa

Objective

To work in a well established organization where I can use my academic and professional education & experience, which will help in the growth and development of the organization and also my intellectual capital.

Experience

- Worked with "MATRIXX PETROCHEMICAL TRADING LLC" Sharjah, UAE, as a "*customer relation executive*" from Nov 2015 to Jan 2017.

Nature of Work Handled.

- Excellent inter-personal and communication skills.
- Proficiency in MS tools.
- Hard Working and Adaptive to the working environment.
- Ready to work in busy environment as well as in shifts.
- Good at building relations, effective team worker.
- Ambitious and realistic.

Roles & Responsibilities

- Responsible for the follow up of enquiries
- Responsible for typing up quotations with TDS
- Arranging files in order
- Responsible for the Processing of orders
- Delivery coordinating
- Follow up the customers

Scholastic

- ❖ **M.A English (Pursuing with Calicut university)**
- ❖ **Travel and Tourism Management (IATA) - 2014**
- ❖ **Data entry and office automation with practical training (LBS) - 2012**
- ❖ **B.A English (Calicut University) - 2012**
- ❖ **12th Senior Secondary Certificate (Govt: of Kerala) – 2009**
- ❖ **10th School Certificate (Govt: of Kerala) - 2007**

Curriculum Vitae

Core competencies

Fluent written and spoken English

Communication/interpersonal skills

Customer relations

Team leader

Peripheral competencies

Cultural understanding

Motivated and dynamic

Team work

Quick learner

Technical Skills

- **Office package** : Ms-office (Word, Excel, PowerPoint etc)
- **Computer exposure** : Windows Xp, windows 7 Etc

Academic Projects

- **Load control exercise of A320 as part of academic program.**
- **Completed AMADEUS Certification Course**

Dear Sir

I am offering myself as a candidate with curriculum Vitae, which is self explanatory with hopes that it may kindly be considered, and adjust me. I assure you (if I have been given chance) that I shall devote my full efforts in discharging of my duty / assigning duties accordingly. Thanks in advance for your cooperation.

Place :Dubai

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