



REVATHY RAJASEKHARAN NAIR

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Professional Profile

- Excellent team-player with very good communication and interpersonal skills.
- Excellent analytical and problem solving skills.
- Six months of experience as visa consultant & reservation trainee at Riya Tours & Travel in India.
- One year of experience as admin cum receptionist at Semcotech Industrial Equipments Ltd. Dubai, UAE.
- IT professional with 5 plus years of experience as a software test analyst at Cognizant Technology Solutions in India.

Personal Objective

- Want to build a career with leading company having committed and dedicated people whom I will work with all my potential to enhance my skills.

Core Competencies

- Have a competent computer literacy to perform job duties.
- Completed IATA authorized diploma courses of Travel and Tourism & Airport Operations.
- Experience in multiple fields such as visa consultant trainee, admin cum receptionist in UAE and Software Test Analyst.

Professional Achievements

- Spot Awarded for Taking Additional Responsibilities and Completing Tasks on time
- Awarded with the title “Pillar of the Month”
- Learnt and expert in Quality Center – Test Management Activities
- Participated in all fun activities conducted around organizations.
- Completed assigned Tasks on time and flexible to work

Career History

I. Riya Tours and Travels (I) pvt. Ltd

- Visa Consultant & Reservation Trainee (June 2019 – Dec 2019)

Roles and Responsibilities

I worked at **Riya Tours & Travel** as a trainee in visa department and have associated with many mentors to fill up the forms and documentation process for applying visa to various countries. I have worked as a part time trainee as I was pursuing my diploma courses. I have also completed on job training under ticketing & reservation department.

II. Sencotech Industrial Equipments Ltd.

- Admin cum Receptionist (April 2017 – February 2018)

Roles and Responsibilities

Managed calls, provided quotations for clients related to trading enquiries and managed employee attendance and documents such as visa renewal, office ministry affairs renewal etc.

III. Cognizant Technology Solutions pvt. ltd

- Software Test Analyst (Nov 2011 – March 2017)

Roles and Responsibilities

I worked as a team member and involved in different stages of software testing. I have handled the project modules at critical times and have been spot awarded for taking up additional responsibilities and have been an active participant and involved in all stages of Software Testing lifecycle.

Academic Profile

Exam	Institute	Board	Year of Study	Percentage
IATA diploma in Travel & Tourism (Airport Operations & Travel and Tourism Consultant)	Riya Institute of Hospitality	IATA	Dec 2018 – Dec 2019	Completed

Bachelor of Computer Application	BVM Holy Cross College, Pala	MG University	2008-11	72%
Plus Two (science group)	NSS HSS Cherthala	Board of Higher Secondary Education	2006-2008	80%
SSLC	St Mary's Girls High School , Cherthala	State Board Of Secondary education	2006	75%

Personal Vitae

Date of Birth	12/03/1990
Language Known	English, Malayalam, Hindi and Tamil
Gender	Female
Nationality	Indian
Marital Status	Married
Visa Status	Spouse Visa

Declaration

I hereby declare that all the above information are true and correct to the best of my knowledge and belief.

Revathy Rajasekharan