

# Anjanadevi A R

ADMIN / SALES ASSOCIATE

I am caring and compassionate person ,I enjoy helping others move forward in the workplace, i enjoy working as a team to complete task ,and challenge myself by working independently



anjanadevi881@gmail.com

+971522649685

Dubai, UAE

## EDUCATION

### Bachelor of Tourism Studies

Nirmala College of Information Technology,

06/2010 - 12/2013

Trissur, Kerala

### IATA

In-house Aviation Traveling Academy

09/2012 - 09/2013

Kochi, Kerala

Courses

- CERTIFIED IN BASIC AIR  
FARES AND TICKETING

## WORK EXPERIENCE

### Sales Associate

AnsarMall

09/2018 - 09/2020

Sharjah, UAE

Achievements/Tasks

- Working in the Textile department handling Customers from all cultures & helping them to satisfy their needs
- Flexibility in working with different departments such as kids, Gents & women outlets
- Communicating with the manager & supervisor to help develop & achieve the monthly target
- Building a good repo with the co-workers & help to create a friendly work atmosphere

### Ticketing Executive

Overseas Air Travel & TourOperators

06/2016 - 10/2016

Cochin, Kerala

Achievements/Tasks

- Reservations of tickets for international and domestic airline bookings
- Following procedures before the visa application is forwarded such as medical, Passport details, related certificates and advance payment

### Passanger Service Executive

Celebi Ground handling pvt limited

03/2014 - 11/2015

New Delhi, India

Achievements/Tasks

- Passenger check-in at the airport for all international flights assigned
- Ensuring that all guests are attended in person which is a part of the floor work
- Attends all passengers with extreme care and scores good eye contact to create guest satisfaction in-order to make their travel comfortable
- Always aware of the company's business position, budget & Income
- Worked as check-in staff for Ethiopian & Austrian Airways

## SKILLS

Team Work

Time Management

Interpersonal Skills

Flexibile to work

Ready to Learn

co-operative

Leadership Skills

## PERSONAL DETAILS

Gender : Female

DOB : 8 JAN 1993

Marital Status : Married

Nationality : Indian

Passport : L6059424

Visa Status : Visit Visa

Availability : Ready to join

## TECHNICAL SKILLS

Good Knowledge of Abacus, Amadeus and Galileo ticket reservation software

MS Office Excel, PowerPoint, MS Office word

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Professional Working Proficiency

## INTERESTS

Listening Music

Reading

Traveling