

RESUME

AMRITHA CHANDRAN. S

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PROFESSIONAL OBJECTIVE

To explore the new dimension of industry and instate a platform of high caliber and to work for an organization which profits from Vision and Leadership provides motivation, upward mobility and exposure to acquire managerial skills and to serve the organization with the best of my potential.

STRENGTHS

- Strong determination and courage to move forward successfully.
- Listening to my critics and working on them and thirst for facing new challenges.
- Adaptability and resistance are other personal traits which help me to overcome the hardships in life.
- Leadership qualities.
- An ability to remain calm under extreme pressure.
- Excellent Organizational Skills.
- Being a team player.
- Willing to show initiative.
- A thorough and methodical approach towards work.

WORK EXPERIENCE:

- *2 year worked as an HR Manager cum Instructor in Eurasian Institute of Aviation Management, Kerala, India.*
- *1 year worked as an Administrator in Al Safa Consultancy and Hospitality Services, Dubai, UAE.*
- *1 Year worked as a Sales Development Manager in HDFC Life Insurance, Kerala, India.*
- *2 Year worked as a Training Manager cum Instructor in AGNI Aero sports and Adventure Academy, Bangalore, India.*
- *2 Year Worked as an Aircraft Maintenance Engineer in BELMAR Aviation, Bangalore, India.*

ROLE & RESPONSIBILITIES:

- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
- Maintain electronic and hard copy filing system.
- Open, sort and distribute incoming correspondence.
- Perform data entry and scan documents.
- Manage Calendar for Managing Director

- Assist in resolving any administrative problems.
- Answer calls from customers regarding their inquiries.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Schedule and coordinate meetings, appointments and travel arrangements for Managers.
- Maintain office supplies for department.

TECHNICAL QUALIFICATION

- Completed 2 and half years of **Aircraft Maintenance Engineering** course in **Avionics** stream from **Regional Institute of Aviation, Trivandrum.**
- Completed 6 months OJT from **Regional Institute of Aviation, Trivandrum.**

EDUCATIONAL QUALIFICATION:

- **Aircraft Maintenance Engineering from Regional Institute of Aviation.**
- **H.S.E (12th) from Gov.BoysHr.Sec School with an aggregate 92%.**
- **SSLC (10th) from St.Mary's Girls Hr.Sec School with an aggregate of 95%.**

OTHER SKILLS:

Computer knowledge (Tally ERP 9, MS office, MS Excel, MS Word, Programming, Photoshop and Internet applications in computer)

PERSONAL DETAILS:

Date of Birth	31/07/1990
Languages known	English, Hindi, Malayalam, Tamil.
Sex	Female
Marital status	Single
Nationality	Indian.
Father's name	Ramachandran. B
Visa status	Visit Visa
Contact no	00971 527834942
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DECLARATION

I hereby declare that all the information mentioned is true to the best of my knowledge. If something is found incorrect or false I am eligible to get a termination.

Place : Dubai

Amritha Chandran