

Curriculum Vitae



ABHIRAMI THAMPI

2 years' Experience of Customer Service Agent and Course Coordinator in Airport Bangalore (INDIA)

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Email: thampiammus@gmail.com

Dedicated secretary & customer service agent motivated to maintain customer Satisfaction and contribute to company success. Technical proficiency in Excel MS Word and Power Point

Professional Experience

Employee: Air India SATS
Role: Customer service Agent (From 2014 to-2016)

Employee: Airline learning and Development Academy
Role: Course coordinator
(Since 2013-2014)

Diploma in Aviation and Hospitality

From: Kingfisher Training Academy Thiruvananthapuram, Kerala

DCA

From: C-DIT (Govt Of Kerala)

Major: Diploma in computer Application

BA

Bachelor of Arts
(English)

CWPDE

Certificate Program in Word Processing and Data Entry

From: Rutronix (Govt. of Kerala)

Key Skills

- Can work under pressure within the time limits.
- Good communication and understanding skills.
- Willingness to learn.
- Comprehensive Problem-Solving Ability.
- Ability to deal with customers/clients diplomatically.

Work Profile and Responsibilities

- Expertise in MS-Excel, MS-word
- Course Coordinator: Course Planning, facilitating student success.
- Customer Service agent: Passenger handling and checking, Maintain boarding procedure.

Strength

- Communication skill
- Flexibility and Adaptability
- Coaching people: Teaching
- Leadership
- Tolerance: Stress tolerance
- Self-Motivated

Personal Profile

Date of Birth : 30-Apr-1995

Present Address: Dubai, UAE

Languages : English,Hindi,malayalam

Nationality : Indian

Marital Status : Married

Passport No. : L9695835

Expiry Date : 29-05-2024

Declaration:

I hereby declare that all the details furnished above are true and authentic.

Dubai

Date :14-11-2021

Yours Faithfully

ABHIRAMI THAMPI

