



### PERSONAL PARTICULARS

**Nationality** : Indian  
**Date of Birth** : 23/05/1995  
**Visa Status** : Visit Visa (UAE)  
**Marital Status** : Married  
**Languages Known** : English, Hindi & Malayalam

### OBJECTIVE

obtain a challenging position in a reputable organization and to work in congruence with organization in multi-national environment with highly skilled and professional approach. Customer satisfaction for is always the first priority and to seek a carrier in a progressive environment that can help to improve my technical, creative and managerial skills and to meet the competitive needs through self-motivation and result oriented approach.

### CONTACT

#### PHONE:

- UAE: +917556571914
- INDIA: +917593002295

#### EMAIL:

[tincythomas2016@gmail.com](mailto:tincythomas2016@gmail.com)

### PASSPORT DETAILS

**Passport Number** : N8197408  
**Date of issue** : 01-04-2016  
**Date of Expiry** : 31-03-2026  
**Place of issue** : Trivandrum  
**Nationality** : Indian

# TINCY THOMAS

(Customer Service Executive/ Front Office Executive)

### EMPLOYMENT HISTORY

#### **Royal Varltrans India Pvt. Ltd. Bangalore**

From: May 2018 - May 2021

Position: Shift Supervisor (Customer Service Executive)

Projects:

- Kempagowda International Airport (Bangalore)

#### Job Responsibilities

- Providing quality service by enforcing quality & customer service standard.
- Handling the employees for various functions
- Maintain safe & healthy work environment establishing and enforcing organization standard and adhering to legal regulation.
- Manpower organizing, direct supervision and Handling.

#### **AVISERV Airport Services India Pvt Ltd.**

March 2017 - May 2018

Position: Cashier

Projects:

- Rajiv Gandhi International Airport Hyderabad.

#### Job Responsibilities

- Experience in cashiering and customer service arena
- Well-versed in maintaining an assertive awareness of the areas around the cashier's booth.
- Highly competent at typing and keyboarding.
- Proven ability to use various software applications such as Microsoft Office suit & Spreadsheets.
- Demonstrated attention to detail and ability to work in a self-directed manner

## **STRENGTH**

- Highly motivated co-operative and efficient.
- Can efficiently work with a team, capable of leading a team, willpower and confident.
- Hard working & ready to face any challenges, dedicated, disciplined and active.
- Presentation skill, dynamic & team player.
- Hardworking
- Inspiring
- Punctual
- Dedicated
- Creativity

## **PERSONAL INFORMATION**

**Date of Birth** : 23/05/1995  
**Gender** : Female  
**Father name** : Thomas Kutty  
**Mother tongue** : Malayalam  
**Nationality** : Indian  
**Marital Status** : Married  
**Religion** : Christian

## **SOFTWARE SKILLS**

- Microsoft Office
- ERP Software

## **HOBBIES**

- Singing
- Travelling
- Reading books
- Listening YouTube Stories & Classes

## **EDUCATION**

### **St.Antony's School Of Management Studies, Kochi.**

Year of Completion: 2017  
Stream: BBA Airline & Airport Management  
University: Bharathiyar  
Percentage: 60 %

### **Government HSS Punalur, Kollam**

Year of Completion: 2014  
Stream: Higher Secondary  
University: Kerala State  
Percentage: 85 %

### **APRM Central School, Chithara. Kollam**

Year of Completion: 2012  
Stream: Secondary  
University: CBSE  
Percentage: 98 %

## **SKILLS**

- Cashier work experience since March 2017.
- Very hard working, eager-to-learn, adaptive nature.
- Can efficiently work with a team, or independently for successful completing the goals.
- Ability to quickly learn new software.
- Having a positive and productive personality with good communication skill.
- Capable of leading a team, willpower and confident.
- Estimate length of time required to complete a job and likely consequences of failure to complete work within required timescales.
- To ensure all works are carried out successfully up to the time provided.

## **ACHIEVEMENTS**

- Active member in national service scheme (2012 to 2014)
- Certificate of merit in Gama Mental Arithmetic Pvt. Ltd. (ABACUS)
- Participated in Young World Quiz 2009
- Participated in the leadership camp based on Gandhian values conducted under the auspices of GIFT (Gandhian Initiative for Truth)
- Certificate of participation in Drishyotsav-2009

## **DECLARATION**

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

PLACE:

DATE:

**TINCY THOMAS**