

MANEESHA CLYPPAS



Visa Status: Visit Visa

Validity till 14th November 2020

Contact

Permanent Address:

TC 45/211 (1)
Cheriyathura,
Trivandrum, Kerala,
India.

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Email:

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Personal Dossier

Date of Birth : 23.05.1996
Sex : Female
Marital Status : Single
Nationality : India
Passport No : P5369490

Languages

* Malayalam, Mother tongue

* English *Tamil * Hindi

Career Objective

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

Strengths

- Project management
- Strong decision maker
- Complex problem solver
- Creative designer
- Innovative
- Time management

Experience

➤ **CSA (Customer service agent) - 09/2017 to 06/2018**
AIR INDIA SATS, Indira Gandhi International Airport, Delhi.

- Check and verify all passenger documents at check-in
- Issuing boarding card and baggage label
- Answered customer queries regarding traveling details
- Ensure that the passengers have a safe, secure and comfortable flight
- Supervise the luggage screening process
- Assist the passengers who require wheelchairs or are unaccompanied minor.

➤ **Accounts – 08/2018 to 09/2019**
WORLD TRAVEL COMPANY TACLIN, Trivandrum, Kerala.

- Contribute towards an efficient working of organization.
- Prepare payroll and manage expenditure.
- Provide accurate, timely and relevant recording and reporting of financial information.
- Manage balance sheets and profit/loss statements
- Ensure timely bank payments
- Reconcile accounts payable and receivable.

Education

- 2014 – 2017: BACHELOR OF ART in Aviation, Hospitality, Travel & Tourism, Customer Service from Frankfurt.
M.G University Affiliated Meghalaya University.
- 2012 – 2014: HIGHER SECONDARY Board of Kerala
- 2011 – 2012 : HIGHER SCHOOL Board of Kerala