

AMMU.S

Mobile: +971 545533723

E-mail: ammusaravan123@gmail.com

Visa Status: Visiting Visa



Career Objective

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

Professional Experience

Arabian travel & tour, India
Designation: Customer Service

2018 - 2019

Duties & Responsibilities

- Maintaining a positive, empathetic and professional attitude toward customers at all times.
- Knowing our products inside and out so that you can answer questions.
- Resolve customer complaints via phone, email, mail, or social media.
- Use telephones to reach out to customers and verify account information.
- Greet customers warmly and ascertain problem or reason for calling.
- Assist with placement of orders, refunds, or exchanges.
- Advise on company information.
- Inform customer of deals and promotions.
- Sell products and services.
- Place or cancel orders.

Educational Credentials

Graduated in Bachelor of Arts in English From Bharathiar University of Tamil Nadu
IATA-Foundation in Travel and Tourism with Galileo Montreal, Canada in 2018
Higher Secondary from Govt. H.S.E, Kerala in 2016

Other Skills

- Computer Reservation System
 - Sabre
 - Amadeus
 - Galileo
- MS Office applications (Proficient in MS Excel , MS Word & MS Powerpoint)

Personal Profile

Nationality : Indian
Date of Birth : 09th February 1998
Sex : Female
Marital Status : Single
Passport No : R3219887
Languages known : English, Malayalam, Tamil
Visa Date & Expiry: Visit Visa & 28/04/2020

Declaration

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

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