

AMALU MOHANDAS

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📅 07 September 1994

☎ 0506728099

✉ Poruvankavumkal house ,Kerala,India



EDUCATION

Aviation Hospitality and Travel Management
Frankfinn Institute of Airhostess Training

📅 August/2018

B-Tech Computer Science
MG University

📅 May/2017

MD Seminary Higher Secondary School ,State board of Kerala

📅 May/2012

EMPLOYMENT HISTORY

Sales Co-ordinator

The Global Axis Immigration Services

📅 September/2021 – November/2021 📍 Bussiness Bay,Dubai

- Responsible for helping individuals who are internationally relocating.
- Their main role is to ensure the client avoids any legal issues that may occur in relation to their relocation by assisting them to obtain visas and other related immigration documentation.

Retail Customer Service

Leisure Group/Hamad International Airport/ Qatar Duty free

📅 February/2019 – August/2021 📍 Doha,Qatar

- As a retail of Qatar duty free • Do customer service with pleasant and smily face • Interact the customer with a positive attitude • Active listening skills • Building customer loyalty • Improving Customer Experience • Do customer support • Making quick and decesive decisions during incidents and difficult situations. •

Admin Assistant

Darshana Academy

📅 October/2018 – February/2019 📍 Trivandrum,India

- Provides administrative support to ensure efficient operation of office.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results. • Answers phone calls, schedules meetings and supports visitors. • Carries out administrative duties such as filing, typing, copying, binding, scanning etc. • Exhibits polite and professional communication via phone, e-mail.

SKILLS

Strong Verbal And Written Skills

Willing to work In a flexible manner In a changing

Experienced In Dealing With Public

Awarness of excellence in customer service

Empathy with different cultures

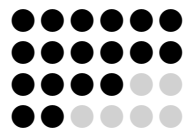
LANGUAGE SKILLS

English

Malayalam

Hindi

Tamil



OTHER

Marital Status: Single

Front office Assistant

Hotel Ruby Arena International

📅 August/2017 – September/2018 📍 Trivandrum ,India

- Took reservations and assisted guests with general services.
- Checked guest In/out ;dealt with cash and card payment of bills.
- Responded to complaints and situations that required immediate attention.
- Concentrated on cleanliness and neatness of desk and office areas.
- Available any time for guest to deal with their problems and complaints.
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CERTIFICATES

Genetic Software

Black Arrow

📅 2020

Milestone

IQ Company

📅 2020

PELCO VideoXpert

Black Arrow

📅 2020

Galileo software

Frankfinn Institute of Airhostess Training

📅 2017

Fidelio software

Frankfinn Institute of Airhostess Training

📅 2017

Ms office (word,excel,power point)

Akshaya Computer Center

📅 2015