

ZENU CLEETUS



Contact

Address:

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Personal

Date of Birth	20/03/1986
Gender	Female
Mother tongue	Malayalam
Nationality	INDIAN
Marital Status	Married
Religion	Christian
Passport	L4182938
Date of Expiry	20/08/2023
Visa Status	Residency

Languages

English(Fluent in
Reading, Writing and
Speaking)

Hindi (Fluent Reading, writing
and moderate in
speaking)

Malayalam (Fluent in
Reading, Writing and
Speaking)

Objective

To be a part of company that indulges career growth which provides challenging and rewarding experience while allowing me utilize my knowledge and skills. Aspire to leverage my knowledge and experience to a high quality, efficient and effective employee in the organization.

Strengths

- Ability to work with minimal supervision
- Fast learner and dedicated in delivering team success
- Organize and co-ordinate various activities
- Service-focused
- Ability to work under fast paced and high pressure situations

Work Experience History

- **Counselor cum Assistant manager:** 3 years work experience in National institute of management as counselor cum Assistant manager
- **Academic counselor:** 6 months work experience with CADD center as an academic counselor
- **Supervisor :** 2 year work experience with DELIGHT INTERNATIONAL MOVERS in Abu Dhabi as a supervisor
- **Administrator :** 1 year work experience with Infographie Advertising (Dubai) as a administrator
- **Administrative Officer :** 1 and half years of work experience with premier travel & tourism as a administrative officer.
- **Administrative officer-** Presently iam working with Unique healthcare

Academic Qualifications

Education History :

Exam	Institution	Board/University	Year of Passing
Diploma in BTEC, HNC in Aviation, Hospitality & Travel management	Frankfinn	Frankfinn	
BA (Literature)	MG Univerisity	MG Univerisity	
SSLC	Kerala State Board	Kerala State Board	
HSC	Kerala State Board	Kerala State Board	

Other Courses/Achievements

- Basic first aid technique course from frankfinn
- Swimming program course from frankfinn
- Galileo in travel software

Trainings Completed

- Successfully complete JET AIRWAYS training program in Delhi
- (Includes In-flight cabin crew operations, airport ground handling services. Including check-in, security procedure and arrival services.)

Computer Knowledge

Operating System	:	Windows 10
Packages	:	Microsoft Office Packages

Areas of Interest

- Administration and HR Management
- Customer Care
- Front Desk Operations

Hobbies

- Chat with Friends
- Listening Music

Skill Sets

- Co-operative
- Positive Minded
- Good communication skills
- Customer service skills
- Self motivation

Declaration

I, hereby declare that all information furnished above is true to my knowledge and I take complete responsibility for any false information.

-- Zeenu Cleetus