

REENA A Antony

Reception Staff/front office

Tel: 0545246971, Al barook Building ,Ajman



sreena89@gmail.com



RESUME

CURRENTLY ON HUSBAND VISA TILL 8TH FEBRUARY 2022

I am writing to express my interest in the receptionist job opening . I believe my previous work experience as a receptionist, as well as my communication and technological skills, make me an ideal fit for the position.

Areas of Particular Expertise (8YEARS)

=>HERITAGE TOURS & TRAVELS Trivandrum. (Air Ticketing Counter Staff, Car Rental Operation)
0471-321132.(March 2010 to April 2011)

=> I have done trainee staff job in AKBAR TRAVELS OF INDIA PVT LTD, Vellayambalam, Trivandrum
Having good knowledge in Computer Reservation System (CRS- Galileo, Abacus, Amadeus) .(June 2011 to September 2012)

=>GEMS Group Trivandrum – Receptionist (front office) .(December 2012 to August 2014)

=>MARYAM CAR& BUS RENTAL- LOGISTICS-UAE, Ajman. (Receptionist)(April 2015to October 2018)

EXPERIENCE DETAILS

=>Front office =>Admin /HR assistant =>Document control =>Car Rental & Computer Reservation System (C .R. S) =>Air Ticketing =>Reception ,Customer care .

ACADEMIC QUALIFICATIONS& PROFESSIONAL QUALIFICATIONS

1) SSLC (2004 -2005) 2) PLUS TWO (2005-2007)

Diploma from International Air Transport Association (IATA – in 2008)

BBA-Computer Application (September-2010) Vinayaka mission University

Talley in 2010

Training in AMADEUS, ABACUS, Galileo in AKBAR TRAVELS OF INDIA Pvt LTD, Trivandrum

STRENGTHS

1- Having good knowledge in Computer Reservation System (CRS- Galileo, Abacus, Amadeus)

2-I have done Ticketing –Customer care staff job in (International Airport Trivandrum)
www.trivandrumairport.com/ With Contract in AKBAR TRAVELS OF INDIA PVT LTD , Vellayambalam ,Trivandrum

3- I have done Air Ticketing Counter Staff -Front office Job in HERITAGE TOURS&TRAVELS, Trivandrum.

STRENGTHS

- 1) Good communication and interpersonal skills
- 2) Highly motivated with strong commitment to teamwork and quality
- 3) Computer reservation system in Galileo, Abacus & Amadeus
- 4) Internet Knowledge and computer skills in MS Word, MS Excel ,Office Suite

JOBS HANDLED & RESPONSIBILITIES

- **Communicating with the clients/customers**
- **Develop and maintain good business relationship to the Customers, Overseas Agents and for the smooth communications regarding business**
- **Maintaining data matrix and contact details**
- **Timely updating Appointment)**
- **Ensure compliance to company policy & procedures on deliveries, risk management, ISO, SOP, and Group Internal audit guidelines etc.**

PERSONAL DETAILS

Fathers Name : Shaji K.Y
 Nationality : Indian
 Sex : Female
 Marital Status : Married
 Age & D.O.B. : 28, 07 September 1988
 Caste & Religion : Christian, Marthomite
 Language Known
 1. English to speak, write and Read
 2. Malayalam to speak, write and Read
 3. Hindi to speak, write and Read

PASSPORT NUMBER : K8318691 ,, Place Of Issue : TRIVANDRUM
Date Of Issue : 28/2/2013 Date Of Expiry : 27/2/2023

REFERENCE

1. **AKBAR TRAVELS OF INDIA PVT LTD** Trivandrum, headoffice@akbartravels.co.in Trivandrum, Kerala, India. 91-471-265863
2. **HERITAGE TOURS & TRAVELS** Trivandrum. (Air Ticketing Counter Staff, Car Rental Operation) 0471-321132.
3. **Maryam Car&Buses rental Logistics Ajman** –Saifuddin -0557886946

DECLARATION

I do hereby declaring that the information furnished above are true and to the best of my knowledge.

Place :

REENA SHAJI