

Chaithra Umesh

Curriculum Vitae



BACKEND OFFICER | HR ADMINISTRATIVE | CUSTOMER SERVICE AGENT

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Address:

Burjuman, Bur Dubai,
Dubai

Nationality:

Indian

Language Known:

English, Hindi, Kannada, Telugu

Chaithra Umesh

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ADMINISTRATOR/HR ASSISTANT

BACKEND OFFICER

HR ADMINISTRATIVE

CUSTOMER SERVICE AGENT

PROFESSIONAL OVERVIEW

- A Highly equipped Administrative Assistant with experience in performing a variety of administrative and staff support duties for a specified department, which require a range of knowledge and skills of organizational procedures and policies; directing and assisting visitors, and resolving administrative problems and inquiries; Composing editing and providing correspondence and preparing a range of administrative documents **With about 3 years of experience in Service Center and Employment Consultant.** Actively seeking new opportunities as HR Assistant/ Administrator where I can contribute to employers' success and also gain an entry level position in a high competitive career and acquire new skills.
- Strong Administrative/Coordinating skilled and pleasing attitude.
- Excellent ability to gather and analyze statistical data and generate reports.
- Exceptional record maintenance skill.
- Immense ability to schedule appointments and maintain calendars
- Strong ability to compose and edit already written documents.
- **Actively looking for job opportunity in Aviation Career.**

CORE COMPETENCIES



EMPLOYMENT SCAN

Jan 2020 to May 2020 with **Air India SATS, Bangalore,**
As Customer Service Agent,

Key Roles & Responsibilities:

- Greeting and welcoming passengers, and responding to questions
- Checking in baggage.
- Stocking aircraft with refreshments.
- Assisting disabled passengers and those with small children. Etc...

Feb 2018 to Aug 2019 with **HERTZ EMPLOYMENT CONSULTANT, DUBAI**
As HR Administrative,

Key Roles & Responsibilities:

- Substantiate applicant skills by administering and scoring tests.
- Schedule examination by coordinating appointments.
- Welcomes new employees to the organization by conducting orientation.
- Provide pay roll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing, and analyzing data.
- Maintains employee information by entering and updating employment and status-change data.

Aug 2014 to oct 2017 with **SAMSUNG SERVICE CENTER, Bangalore, India**

As Backend officer and Administrative Coordinator

Key Roles & Responsibilities:

- Assist and support administrative staff in their day to day operations.
- Assist and coordinate with sales and marketing teams.
- Conduct marketing research, document and report to the marketing department.
- Perform competitor product analysis and prepare reports.
- Correct discrepancies in customer account balances.
- Assist inventory controlling staff in maintaining inventory records.
- Assist front office staff in maintaining the office premises clean and neat.
- Assist front office in preparing, scheduling and organizing meetings, events and appointments.

SCHOLASTICS

☐ **DIPLOMA IN COMPUTER SCIENCE & ENGG**

Aryabharathi Polytechnic, Tumakur, India – passed with 1st class in Jun 2011- Nov 2014

INTERNSHIP & PROJECTS

☐ **IATA Course – Delhi (2017 -2018)**

Training

Industry name: Aviation Industry

Duration: 3 months

IT EXPOSURE

- ☐ **Excellent Knowledge of MS Word, Excel, PowerPoint, & Outlook**
- ☐ **Experience in Adobe Photoshop**
- ☐ **Knowledge in web designing**
- ☐ **Basic Knowledge in Programming Languages**

CO-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- ☐ **Participator of Bangalore Super Model and Awarded as Best Smile Tittle 2016(Bangalore)**

PERSONAL DOSSIER

Date of Birth : 21st May 1996
Nationality : Indian
Languages : Kannada, English, Hindi, Telugu.
Marital Status : Single
Nationality : Indian
Passport Number : R4663144
Visa Type : Visit Visa