



## Contact

AL Nahda, Sharjah

**Mob: 00971563627329**

[reejadileesh13@gmail.com](mailto:reejadileesh13@gmail.com)

**Passport No: M7292544**  
**Visa Status: Visiting Visa**

Nationality: Indian

Marital status: Married

Languages Known: English  
Hindi, Malayalam

## Reeja Dileesh

Efficient and organized professional with **more than 12** years of experience in **customer service and data entry jobs**. Highly trustworthy, discreet, and ethical. Familiar with MS office packages and Internet Explorer. Good time management and organizational skills. Ability to work independently as well as in a team.

### EDUCATION

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#### **Speed Wings Aviation Academy** **India –Jan 2009**

•IATA/UFTAA Level-1 Foundation and EBT Course Certified from Montreal, Canada

#### **Institute of Human Resource Development** **India-March 2006**

•PGDCA

#### **University of Calicut** **India– April 2004**

•Bachelor of Natural Science

### WORK EXPERIENCE

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#### **HDFC Standard Life -Receptionist -India** **(April 2006–Feb 2008)**

- Customer Service
- Tele Calling
- Data entry
- Assist Sales Team
- Conduct interviews
- Send daily Reports to headquarters
- Daily update of training programs

#### **Comfort Travels -Customer Service Executive -India** **(March 2008-March 2009)**

- Customer Service
- Data Entry
- Tele Calling
- Booking & Issuance of Air Tickets

**Jet Airport Service-Customer Service Executive -India-  
(April 2009—April 2010)**

- customer service
- Pilot and crew clearance
- Load sheet preparation
- Documentation
- Ramp duties and baggage tagging

**ICICI Prudential-Customer Service Executive  
India- (August 2010 -March 2013)**

- Customer Service
- Entering & checking the issuance of policy details
- Cheque receipting
- Documentation
- Preparing & Sending Daily reports to Head office

**ADORA FRAME MAKING LLC -Customer Service Executive -  
Dubai- (Jul 2015 -Aug 2017)**

- Customer Service
- Assist the sales team.
- Response to customer requirements.
- Tele calling
- Fix meetings with clients
- Data Entry

**AMARAVATHY RESTAURANT -Data Entry Operator-Dubai  
(Sep2017 -Sep 2018)**

- Data Entry
- Sales details
- Purchase Details
- Staff Attendance
- Staff Salary
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**ASSOCIATE MANAGEMENT ACCOUNTANTS -Office Assistant- Dubai  
(May 2019-June 2022)**

- Customer Service
- Data Entry
- Tele Calling
- Sales & Purchase Analysis
- Report Preparation

