

SALINI RAGHAVAN

Email : Shaluraghavan7@gmail.com

Mob : +971505352843



Personal Data :

Date of Birth : 29-08-1990
Sex : Female
Nationality : Indian
Marital Status : married
Father's name : Raghavan PC

Fluent in :
English, Malayalam

Address For Communication:

Le Meridien Staff
Accommodation
Near Airport Terminal 1, Ai
Garhoud , Dubai
Mob:+971505352843
Email:shaluraghavan7@gmail.com

Passport Details:

Passport No : M9720828
Place of Issue : Kozhikode
Date of Issue : 05-06-2015
Date of Expiry : 04-06-2025

OBJECTIVE

Seek to serve as airport service staff and be associated with the progressive and responsible organization with challenging and interesting opportunity to excel in the field.

ACADEMIC PROFILE

- Present - MA ENGLISH - Bharathiyar University
- 2011-Diploma in IATA -UFTAA Foundation -Montreal Canada
- 2010-B.A POLITICAL SCIENCE -Calicut University
- 2007 - Plus Two-Central Board of Secondary Education
- 2005 –10th –. Central Board of Secondary Education

PERSONAL SKILLS

- Confident and Hard Working.
- Optimistic and Team Player.
- Possess Leadership Qualities.

COMPUTER KNOWLEDGE

- Competent Knowledge in MS Office
- Well versed with the usage of Internet and Email

AREAS OF INTEREST

- Passenger Handling
- Check-in Counters
- Boarding Gate
- Mishandling Baggage Handling
- Handling Transit Flight

Professional Training

- Completed On the training Programme in Computer Reservation Systems (Galileo and Amadious)

Professional experience

- 5 years experience in a Customer service agent (CSA) and ticketing staff in Air India Air Transport Services Ltd (AIATSL) at Calicut International Airport as Dedicated staff for AIR INDIA & Air India Express
- 5 years' experience with Khullar Hospitality Pvt Ltd & Viskkan aviation pvt Ltd at Calicut International Airport as CSA for Qatar Airways , Air India and Air India Express, Emirates Airline.
- 01 year experience with PKM Import & Export cargo company in Calicut International Airport
- 01 year experience with Prime Import & Export cargo company in Calicut International Airport
- 6 month experience in hospital receptionist

Job Profile & Functions

- Departure Control System (AMADEUS ALTEA & LIAISON,DCS)
- Effective handling of Mishandled Baggage .
- Passenger Handling, Document check and issuing of Boarding Pass.
- Preparing passenger manifest
- Knowledge in making ticket reservation (Air India & Air India Express)
- Planning and handling of over-booked flights
- Reconciliation and Baggage Makeup Area (BMA)

- Special Handling Procedures (wheelchair, Deportee, UMNR etc.)
- Document verification at Boarding Gate and Seating assistance.
- General Declaration Handling.
- Arrival Baggage Supervision & Creating AHL,OHD,DPR in HAQIBA / World Tracer.
- Basic knowledge in Passenger Reservation/Ticketing (AMADEUS ALTEA &DCS)
- Liaise with Immigration / Customs for passenger clearance.
- Administrative assistance.
- Experience in all other work areas in Airport.

Language Skill

Sl.No	Language	Speak	Read	Write
1.	English	✓	✓	✓
2.	Hindi	✓	✓	✓
3	Malayalam	✓	✓	✓
4	Tamil	✓		

REFERENCE

MISS . PREEJA JAYARAM
EX- Senior Airport Service Agent
EMIRATES AIRLINE , Calicut Airport
Email ID : preejajayaram@yahoo.com
CTC NO : 0091-9847599525
Experience in Airport : 14 years

MR . ERSHAD K MAMBRA
Senior officer
AIR INDIA EXPRESS, Calicut Airport
Email :ershad.mambra@airindiaexpress.in
CTC NO :0091-9567273484

DECLARATION

I hereby declare that the above furnished details are true and complete to the best of my knowledge and belief.

Date:
Place: DUBAI

SALINI RAGHAVAN