 k. Rajasha

#

|  |  |
| --- | --- |
| **Contact No:**Mobile: 09962437552Saudi No: +9660508039228Skype ID: rajasha552@yahoo.co.in**E-mail: -**Rajasha2016@gmail.comRajasha552@yahoo.co.inAddress for Communication:New No.12, old No.25, Thiruvalluvar street, Nilamangai Nagar,Adambakkam,Chennai - 600088Personal Details:Father’s name: D. KumarCandidate Name: k. RajashaDate of Birth : 16-05-1986Age : 35Sex : MaleNationality : Indian.Marital status: unmarried.Passport No : T5943070Date of issue: 08-05-2019Date of expiry: 07-05-2029 Place of issue: Chennai**Languages Known:**English, Tamil, Hindi **Extra Curricular Activities:**Yoga and swimmingParticipated in yoga competitions in International, State & District level  | Objective: To obtain a position that allows me to utilize my skills to pursue a challenging career and grow with the organization.Education:* Bachelors Degree in Commerce
* Diploma in Airport Management in Frankfinn Institute

Technical Skills: Operating Systems: All Windows based Operating Systems (Basic) Tools : MS Word, Excel, PowerPoint, (DCA), Tally ERP 9 **Typewriting** : Higher and Lower in both English & Tamil, Office Automation coursePersonal Attributes:* Result oriented attitude & self control.
* Enjoy working in a team
* Flexible and adaptable to changing priorities

Professional Experience:Organization: **TVS Electronics**Duration : August 2010 to December 2010Position : Customer Service Executive, sending mails,etc (office job)**Organization**:  **Indigo Airlines**  Duration: Jan 12, 2010 to Feb 28, 2014Position: Customer service Agent& Security (Dual functions)Filing, courier receiving, sending mails, staff up dation, other office jobs**Organization: Aircosta**Duration : March 7, 2014 to Oct 30, 2016Position : Sr.Customer Security ExecutiveStaff attendance, Documents filing, Xerox, other office related jobs **Organization** : **Phoenix International WLL (QATAR)**Duration : Nov 2,2016 to till June 30, 2017Position : service sales co-ordinator From SEPTEMBER 2017 till July 2018 worked as Merchendiser promoter job (freelancer)**Organization**: **HERMES I TICKETS PVT LTD**Duration : From Sep 2018 to Nov 2018Position: : Customer support Executive (Handling customer calls, Solving queries, staff Attendance etc) and office related job |

**Organization: ACGC (Arabian Castles for General Contracting Company)**

**Position:** **SITE ADMINISTRATIOR**, Saudi Arabia, Riyadh

Duration: From 16th Dec 2020 till Date

**Job Description**: Camp Boss Accommodation In charge, Site In charge, Site Accounts Petty cash in Excel, Time Sheets in SAP, Manhours updating, Warehouse Material Periodical Inventory in SAP every 3 Months, Staffs Annual Leave, Passport Renewal, Base pass, Document Control, sending Manpower list to Head Office, MPR Reports, Mail Response, Vehicle Renewal and Expiry follow up, Monthly and Weekly Reports, Over all Site and Villa Activities. Meet & Assist. Opening Bank Accounts for staff, Villa Hygenic Check with Safety Staff.

**Area of interest:**

* Administration
* Hospitality management
* Airlines
* Customer service

**Academic Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| COURSE | BOARD/UNIVERSITY | SCHOOL/COLLEGE | YEAR OF PASSING |
| **Diploma in Airport Management**  | Frankfinn Institute of Airhostess Training, Nungambakkam, Chennai | .Frank Finn Institute |  2010 |
|  B.com (CS) | Madras University | Guru Nanak college |  2008 |
| Higher Secondary Education[Plus two] | State Board | Nehru Govt.Higher secondary school |  2005 |
| Secondary School Leaving Certificate [SSLC] | State Board | Nehru Govt.Higher secondary school |  2003 |

Declaration:

I here by confirm that the details furnished above are true to the best of my knowledge and understanding.

Date:

Place: Chennai **RAJASHA.K**