

CURRICULUM VITAE



Name : Priya.CP

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Contact Phone Number

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Contact Address

Al Goze-1
Near Bowling Centre
Dubai, UAE.

Personal Data

Date of Birth : 17/02/1997

Gender : Female

Nationality : Indian

Religion : Hindhu

Marital Status : Single

Passport Details

Passport No : S0258948

Place Of Issue : Kozhikode

Date Of Issue : 04-04-2018

Date of Expiry : 30-04-2028

Visa Status : Visit Visa

Valid up to : 30-04-2020

Objective:

Seeking a quality environment where my knowledge and experience can be

Educational Attainment:

shared and enriched. Looking for the opportunity where I can improve my skills and put my knowledge & education to optimize utility skills.

Course	:	Diploma in Aviation & Hotel Management
Institution	:	Aero Institute of Technology
Address	:	Calicut-Kerala
Course	:	B A in English Literature
Institution	:	Kannur University.
Address	:	Kannur Kerala- India
Course	:	Plus Two (Board of Kerala)
Institution	:	Govt H S S Chuzhali
Address	:	Kerala -India
Course	:	S S L C (Kerala Board)
Address	:	Kerala -India

Languages

- **English , Hindi , Malayalam**

Professional Experiences:

- Worked as a receptionist at Emerald Hotel in Calicut- -6 Months

Duties & Responsibilities

- Greet clients as soon as they arrive and connect them with the appropriate party
- Answer the phone in a timely manner and direct calls to the correct offices
- Create and manage both digital and hardcopy filing systems for all partners
- Make travel arrangements and schedule meetings based on all partners' itineraries
- Deal with bookings by phone, e-mail, letter, fax or face-to-face
- Complete procedures when Guests arrive and leave
- Prepare bills and take payments
- Take and pass on messages to Guests
- Deal with special requests from Guests
- Answer questions about what the hotel offers and the surrounding area
- Deal with complaints or problems
- Answer telephone calls and take messages or forward calls

Professional Experiences (2)

- Worked as a Ground Staff at Air India in Kempegowda International Airport – Bangalore , 6 Months.
- Worked as Accountant at Sky Hardware in Sharjah for 2 Months

Duties & Responsibilities

- To provide all necessary information to passengers and make their journey easier and comfortable.
- Welcome Passengers and Handling help desk counter. Carry out check-in, boarding and Disembarkation procedures
- Promote and sell airline products.
- Coordinating and managing staff around the aircraft during its stopover.
- Draft and hand over the necessary documents for the flight to the aircraft captain.
- Preparation of the flight plan, fuel, weather condition and other important information.
- Management of take-off slots with air traffic organizations.
- Management of the airline network and fleet.

❖ Emergency management

- Airway Clearance
- Initiate first aid measure in emergency situation while waiting for medical assistance and prepare the equipments that may be required.
- Resuscitation

Declaration:

I here by declare that of the above information is true to the best of my knowledge and belief.

Place : Dubai

Date :

(PRIYA C.P)