

Zenu Cleetus

Assistant Manager - National Institute of Management

Kochi, Kerala

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0564726210

- To work towards the achievement of the company there by towards my personal achievement.
- To be a part of a reputed firm for a good cause.
- To work as a group to achieve organizational goals
- To guide the team in a positive manner for maximum output.

Work Experience

Assistant Manager

National Institute of Management - Dubai

September 2018 to Present

- 6 months work experience with CADD centre as an academic counselor
- 3 year work experience with National Institute of Management as an Assistant Manager.
- 2 years work experience with DELIGHT INTERATIONAL MOVERS in Abu Dhabi as a supervisor
- 1 year work experience with Infographie Advertising (Dubai) as a sales administrator

Linguistic Skills:

Language Read Write Speak

English Y Y Y

Malayalam Y Y Y

Hindi Y Y Y

Education

S.S.L.C

Kerala state board

H.S.C

Kerala state board

B.A in Literature

M.G. University.

Skills

Ms Office (Less than 1 year), operations (Less than 1 year), security (Less than 1 year), Training (Less than 1 year)

Additional Information

Computer skills

- Galileo in travel software
- Fidelio in travel software
- Diploma in office automation in computer.(D.O.A)
- Ms Office

Training Skills

Successfully complete JET AIRWAYS training program in Delhi

(Includes In-flight cabin crew operations, airport ground handling services. Including check-in, security procedure and arrival services.)

Skill Sets:

- Co-operative
- Positive Minded

Declaration

I hereby declare that the above information furnished is true to the best of my knowledge.

Place: Abudhabi

Date: Zenu Cleetus