

NIRMALA.N

#86Mayamma chikkalingegowdru

5th Street SG Palya, Venkateshwara Layout Bangalore -29

Email: nirmala08n@gmail.com

Mobile: 7760388152

Career Objectives:

To work and learn, where the opportunity for innovation and enhancing my skills is available. To contribute to the company's progress and growth through hard work and intelligent teamwork and thereby, attain my objective of career growth, development and satisfaction.

Qualification:

Academic details: Education	Institute/Board/university	Year of passing	Marks Obtained
BCOM (TM)	Jyoti nivas College Autonomous	2024	68.6%
PUC	Christ PU College	2021	66.6%
SSLC	Christha Vidyalaya	2020	71.36%

Personal Qualification:

A highly committed and friendly person who can adapt to any given situation.

- Quick learner and am comfortable working alone or as part of a team.
- Conscious of duties and responsibilities.
- Able to manage time appropriately.
- Good communication.
- I Did Air ticketing course, basic python, time management GST course and income tax course.
- I did an internship in club8 holidays.

Work Experience

Reservation Executive

Club8 Holidays

Month Year – Jun – Sep (2024)

- Received job offer for the position, demonstrating strong potential in reservation management.
- Assisted with customer inquiries and booking processes, contributing to an efficient reservation system.
- Collaborated with team members to enhance customer service and streamline operations.

Personality Traits/ Skills

- Proficient in Microsoft Excel, Word, and PowerPoint
- Experienced in data entry and analysis using Excel
- Strong presentation skills with PowerPoint
- Excellent written and verbal communication
- Good communication skills, organization skill, hard working

Interest &Activities:

Listening to music, reading books, singing, dancing, throw ball.

Language known:

To Speak – English, Telugu, Kannada

To write – English, Kannada, Hindi

Personal Information:

Father's Name: Narasappa N

Mother Name: Ashwini

Date of Birth: 02/08/2002

Ag: 21 years

Sex: Female

Marital status: single

Religion: Hindu

Nationality: Indian

DECLARATION:

I hereby declare that the above information provided is true with proven records.

Place: Bangalore

Date: 18/09/2024

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