

Curriculum Vitae

ARCHANA S

Santha Nivas(H)

South Paravoor P O

Ernakulam

682307

+919605620197

archana1saji@gmail.com



Career Objective

I'm a fresher; willing to be an excellent addition to your team. I consider myself to be dedicated and dependable individual who possess excellent verbal communication and Customer Orientation Skill.

Personal Details

- Date of birth : 14-07-1998
- Nationality : Indian
- Height : 161Cm
- Weight : 52Kg
- Vision : Normal
- Marital status : Single
- Gender : Female
- Aadhaar no : 979303842148
- Pan card no : DUGPA1368N

Passport Details

- Passport number : U5195508
- Place of issue : Cochin
- Date of issue : 24-02-2020
- Date of expiry : 23-02-2030

Professional Skills

- Communication
- Time management
- Adaptability

My strengths are: Helping mentality ,Friendliness

Educational Qualification:

- 2020 - Frankfinn Diploma in Hospitality, Travel and Customer Service
- Certificate in Reservation And Ticketing With Amadeus
- 2016-2019-Bachelor of Computer Applications (BCA) ,M.G UNIVERSITY
- 2014-2016 - PLUS TWO (Higher Secondary Board)
- 2014 - 10th (SSLC) (Board of Public Examination kerala)

Software Skills

- Fidelio
- Amadeus
- Java
- Email communication

Experience

Worked as an Accounts Assistant in a Supermarket from January 01,2021 to August 31,2021.

Languages Known

Languages	Read	Write	Speak
ENGILISH	Excellent	Excellent	Excellent
HINDI	Excellent	Excellent	Excellent
MALAYALAM	Excellent	Excellent	Excellent
TAMIL	Nil	Nil	Average

Hobbies

- Gardening
- Drawing
- Painting
- Help my mother in her cooking

Declaration

I hereby declare that the above information furnished by me is true to my knowledge.

Date:

ARCHANA.S

Place: