

Sayuge K

Munnar, Kerala
sayuj221@gmail.com
9645296771

Motivated and Highly Adaptable Result oriented and energetic with Unsurpassed Interpersonal and communication strength
Productive,Hardworking and Consistent stellar Performance against Sales goals and customer service Expectations.

Personal Details

Date of Birth: 2000-04-14
Eligible to work in: India
Highest Career Level: Fresher
Industry: Aerospace & Aviation, Business Operations

Work Experience

Front Office Executive

EVM group - Kotamangalam, Kerala
July 2021 to Present

- creating and maintaining updated documents and spreadsheets
- keeping track of office supplies and placing orders for replacements
- scheduling and confirming appointments, meetings and events
- Exposure customer service, management, and effective communication.

Education

Bachelor's in Business Administration

Nehru arts And science college - Coimbatore, Tamil Nadu
July 2018 to July 2021

Higher Secondary(12th Pass) in Business

DHSS Devikulam - Munnar, Kerala
July 2015 to July 2018

Secondary(10th Pass)

Carmelagiri - Munnar, Kerala
June 2006 to June 2015

Skills / IT Skills

- Communication skills

- Computer skills
- Customer service
- Marketing
- Decision making
- Accounting
- Microsoft Word
- Microsoft Excel
- English

Languages

- English - Fluent
- Tamil - Fluent
- Malayalam - Native
- Hindi - Intermediate
- Telugu - Intermediate

Certifications and Licenses

IATA - Airline customer Service

July 2020 to December 2020

Amadeus

January 2021 to March 2021

Additional Information

Reference:

Albin Thomas

Operational Manager

Evm Groups

Afom@Silvertipsmunnar.com