



RESUME

USHARANI. D

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dusha08@gmail.com

Personal Data:

Sex : Female

DOB : 12th Aug 1983

Father Name : Anandan D

Mother Name : Mariamma D

Marital status : Married

Nationality : Indian

Hobbies : Listening Music,
Dancing

Languages Known : English, Hindi, Tamil
& Telugu

Permanent Address : 7/47B,
Viswanathapuram, St.
Thomas Mount,
Chennai – 600 016

CAREER OBJECTIVE

To work in an intellectually stimulating and challenging environment that is conducive to professional advancement. To leverage people skills, Management practices, Leadership skills & Positive Attitude with service organizations and to enhance on Performance & Profitability.

EXPERTISE SUMMARY

- Exceptional versatility and adaptability.
- Dedication and drive as a hard-working individual.
- Good communication and team-building skills.
- Ability to manage multiple tasks in a pressured environment.

ACADEMIC CREDENTIALS

Under Graduation

Course:	<i>B.Com (Accounting & Financing)</i>
University:	Annamalai University
Year of passing:	<i>2007</i>
Percentage:	<i>60%</i>

SSLC

School	<i>ZP High School</i>
Board	<i>State Board</i>
Year of Completion	<i>1999</i>
Class	<i>Second Class</i>

TECHNICAL CREDENTIALS

Course:	<i>Typewriting English Junior Grade</i>
Institute	<i>ASAD Institute</i>
Year of passing:	<i>August 2004</i>
Grade:	<i>First Class with distinction</i>

Course:	<i>Typewriting English Senior Grade</i>
Institute	<i>ASAD Institute</i>
Year of passing:	<i>February 2005</i>
Grade:	<i>First Class</i>

ADDITIONAL QUALIFICATION

- ❖ DCA (Diploma in Computer Application)
- ❖ DIIP (Diploma in Internet Programming)
- ❖ ORACLE 8.0, Visual Basic 6.0
- ❖ Tally
- ❖ Airline Ticketing Program

WORK EXPERIENCE

- ❖ At present working in Air India Air Transport Service Ltd as Customer Agent from 1st August 2013 to till date. (Air India and Emirates Flights)
 - Knowledge in Laison,
 - Amadus
 - Mac & Mar Systems
 - World Tracer
 - Altea
 - Computer Reservation System
- ❖ Worked in Air India as a Trainee (Commercial Department) from August 2009 to August 2010
- ❖ Worked in Air Deccan as Traffic Assistant from 10th October 2007 to 10th September 2008

TECHNICAL SKILLS

Computer Proficiency : MS Office – Word, Excel, PowerPoint, Internet

DECLARATION

I do here by declare that all the above mentioned particulars are true to the best of my knowledge and belief.

Date:

Place:

(Usharani. D)