

## **CURRICULUM VITAE**

**VINEETHA JAYANTHI**

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HYDERABAD.

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### **OBJECTIVE:**

Looking for a challenging position in a growing organization where I can enhance my skills and contribute towards the growth of the organization.

### **EDUCATION QUALIFICATIONS:**

- Pursued Bachelor of Business Administration [BBA] from Rabindranath Tagore University.
- Pursued Frank Finn Diploma in Aviation, Hospitality and Travel Management [FDAHTM] (from Frank Finn Institute of Airhostess Training Centre, Telangana)
- Pursued Intermediate from Sri Gayatri Junior College (From Board of Intermediate Education, Telangana)
- S.S.C from N.S.K.K High School (from Board of Secondary Education, Andhra Pradesh)

### **WORK EXPERIENCE:**

- Worked with INDIGO AIRLINES as CSE (CUSTOMER SERVICE EXECUTIVE) from 08<sup>th</sup> September 2016 to 11th February 2019.

Roles and Responsibilities:

As an airline customer service executive, I made sure that passengers and their luggage board the right aircraft safely and on time. Dealing with passenger's inquiries about flight departures and arrivals. Do the booking for the flights, checking passenger in and allocating seat numbers. Issuing boarding passes and luggage labels. Advising passengers about restrictions on luggage, weighing baggage and collecting any excess charges. Taking care of the people with special access needs and unaccompanied children. Calming and reassuring nervous passengers.

- Working with QUALITY BUSINESS HUB as FRONT OFFICE EXECUTIVE.

Roles and Responsibilities:

As a Front office Executive, I manage front office and customer relations. Welcoming customers with pleasant attitude and inquire about their requirements. As it's a co-working space need to show the work space and share the proposal regarding the same. Also maintaining track on in house clients and their requirements. Coordinating with Housekeeping team, ensuring the cafeteria/pantry areas are clean and stocked throughout the day. Performing general administrative duties.

### **STRENGTHS:**

- Positive Attitude
- Sincerity
- Confidence
- Good Communication Skills
- Zeal to learn and Excel

### **PERSONAL PROFILE:**

Name: Vineetha Jayanthi

Father Name: J A N Murthy

Date of Birth: 26<sup>th</sup> Dec 1997

Age: 22years

Height: 155cms

Weight: 62kgs

Marital Status: Single

Nationality: Indian

Religion: Hindu

Languages Known Read& Write: English, Hindi & Telugu

### **DECLARATION:**

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

**Date:**

**Place: HYDERABAD**

**(VINEETHA JAYANTHI)**

