



SHEHNAZ.A

Operations Executive



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Plot No 52
Sree Meenakshi Nagar
P & T Nagar , Madurai



SKILLS

Microsoft Office – Word, Excel,
PowerPoint

Organising Skills

Networking and Communication
skills

Leadership and Management



PERSONAL STRENGTHS & SKILLS

Demonstrated Leadership

Office Administration/
Management

Project Management /

Prioritization

Client Relations



PROFILE INTRODUCTION

A person with International Business Management background with a desire to be proactive and create a positive experience for others by organising various tasks. Can effectively deliver the impeccable communication and organizing skills - adapt to changing conditions, plan and carry out programs, work in high pressure/fast-paced environments.



EXPERIENCE

Mega Exams

Operations Executive

October - 2019 - January - 2020

Management of the content and delivery of the content on time.

Ensuring the quality of the content is maintained as per standards.

Coordinating with the team to achieve the daily and weekly targets.

Processing the client requirements and providing full time technical support.

Banglore International Airport Limited.

Airport Intern

May - 2018 - June - 2018

Explored the various aspects of the airport community including: airline, car rental, concessions, corporate flight department, airside operations, security checks, ARFF and AAI traffic control tower.

Involved in an important study conducted to ensure operational efficiency -

To monitor and record the runway occupancy time of each aircraft throughout the day.



EDUCATION

CMS Business School, Jain Group of Institutions

MBA(International Business & Aviation)

7.5- Distinction

2019

Sri Sathya Sai Institute of Higher Learning, Anantapur, Andhra Pradesh

B.Com(Hons)

60%

2016



PROJECTS

Organization Study.

20 Days.

S.G Snacks India Private Ltd, Madurai.

(Manufacturing Unit(South Division) - Parle Wafers & Namkeen

Area's Covered -

Industry Profile

Company Profile

Design of the Organization

Functions & Process

Determine, Detect and Suggest Sustainable Practices for Airports in India

60 days

This study was focused on awareness and operational changes that have been undertaken at the commercial service airports in India with regard to Sustainability.



ACTIVITIES

Liaison for the internship team and the employer (Bengaluru International Airport Limited)

Presented Seminars "Ethical Issues: Educational Institutions",

"Corporate Social Responsibility: An analysis of CSR

Activities by Mitsubishi Corporation", Marketing: Setting the price for the Product

Organizer/Volunteer – Management Games (Jain University),

Udaan Camp (Dorai Foundation)

Attended workshop on – "Ethics in Daily Life"-2015



ACHIEVEMENTS & AWARDS

Coordinator - Organising the internship for MBA_ Aviation Batch : 2017-2019

Student Industry Interface Leader for the Academic Year (2017-2018)

Appreciated and certified for various individual and team presentations during Post Graduate Studies .



PERSONAL PROFILE

Date of Birth : 28/03/1996

Marital Status : Single

Nationality : Indian

Known Languages : English,Hindi,Tamil,Telugu,Kanada



DECLARATION

I hereby declare that all the above mentioned information is true to the best of my knowledge and belief. If there are any discrepancies found, I shall be liable for any disciplinary action deemed suitable by the competent authority.