

KEERTHI PRIYA PEREIRA

Date: 07-05-2020

Dear Sir,

I Ms. Keerthi Priya Pereira, would like to apply for your prestigious company, I am pleased to enclose the copy of my detailed curriculum vitae.

My objective is to continuously add value to my place of work and also to myself in the chosen field. If given a chance I will ensure to live up to your expectations with sense of dedication and devotion.

I shall be happy to provide any further information should you require. I look forward for the pleasure of making myself available to discuss with your at the earliest.

I enthusiastically look forward to hear from your end.

Thanking you.

Very Sincerely,

Keerthi Priya Pereira

Curriculum Vitae



KEERTHI PRIYA PEREIRA

Objective:

To seek a full time career path that enhances knowledge in Executive & Corporate Office Administration in a multinational and stable organization where I can immerse myself more on the business related issues of the organization and attain proficiency to focus more on my professional growth on to the next level.

CAREER SNAPSHOT

Experiences:

☞ 03 years of work experience at Kannur International Airport as **High Profile Customer Service Executive at Indigo Airlines.**

- **Reservation-** Ticket booking and clearing customer queries and providing proper information regarding flight timings for the customer.
- **Counters-** Greeting and checking the passengers.
- **Gates-** Boarding the passengers and providing proper information about boarding time and gate number.
- **Arrivals-** Welcoming the passenger and clearing arrival belt.
- **MHB-** If there is any damage or mishandling baggage trying to help out the passenger and helping them to deliver the bag on time to their respective place.

☞ Worked at St. Sebastian College as a B.com lecturer for 7 months.

☞ Delivered Guest lecturer for the period of one month in Taxation to students of Coorg National College Gonikoppal in the year 2014-2015 (MBA).

Key Strengths/Potential:

- Excellent Performance in building good relationship between management and co-workers.
- Commitment- dedicated, trustworthy, loyal, experienced, knowledgeable.
- Problem solving- successful, results-oriented, project management, creative.

- Flexibility- multi skilled, versatile.
- Self-motivated efficient and hard worker, honest and strong ethics and punctual in attendance.
- Composes and types routine and complex correspondence.
- Excellent communication with quick decision making.
- Working to deadlines.
- Working and coping under pressure.
- Working on own initiative.
- Strong leadership style with excellent interpersonal skills and ability to lead and develop effectively a team.
- Take and adapt to any new and challenging assignments quickly.
- Possess fluency in oral and written English.
- Willing to work the extra mile to achieve excellence.

EDUCATION:

| <u>Examination</u> | <u>Institution</u> |
|--------------------|----------------------------------|
| M.Com | St. Agnes College P.G. Centre |
| B. Com | St. Agnes College (Autonomous) |
| PUC | St. Mary's PU College, Mangalore |
| SSLC | St. Jerosa, Mangalore |

Academic Achievements:

- Presented a paper in the 4th International Conference on “Managing Human Resource at the work place” at Shri. Dharmasthala Manjunatheshwara Institute for Management Development, Mysore. The title of the paper was **“A STUDY ON WORK LIFE BALANCE OF WORKING WOMEN FACULTIES AND THEIR LEVEL OF JOB SATISFACTION IN DEGREE COLLEGES with special reference of Mangalore City”** and the paper was published. It was held on December 4th 2015 to December 5th 2015.
- Attended various Inter-Collegiate fest and participated in many events in different colleges viz Srinivas School of Management –Mukka, Mangalore and M V Shetty Institute of Management and Engineering Studies-Moodbidri.
- Attended a Workshop on “Web Resources for teaching and learning “conducted by St. Agnes College (Autonomous) held on 26th August 2015.
- Participated in Regular Classroom seminars and presentations.

COMPUTER SKILLS:

- Microsoft & Windows Operating System, Adobe: Photoshop, Internet, E-mail, Surfing, Research.

OFFICE EQUIPMENTS:

- PC, Printer, scanner, photocopier, labeler, laminating machine, binder, Video Conferencing Equipments, Fax, PABX, Slide Projector, LCD Projector, Security System, Time Attendance.

PERSONAL DATA:

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|------------------------|---|
| ➤ Name | Keerthi Priya Pereira |
| ➤ Birthday | September 24, 1992 |
| ➤ Birth Place | Madikeri |
| ➤ Gender | Female |
| ➤ Nationality | Indian |
| ➤ Religion | Roman Catholic |
| ➤ Blood Type | A +ve |
| ➤ Weight (Pounds) | 115 |
| ➤ Height (Inches) | 64 |
| ➤ Family/ Maiden Name | Pereira |
| ➤ Eye Colour | Black |
| ➤ Hair Color | Black |
| ➤ Father's Full Name | James Pereira |
| ➤ Mother's Maiden Name | Annamma Pereira |
| ➤ Marital Status | Married |
| ➤ Age | 27 years |
| ➤ Telephone Number | +973-32000912 |
| ➤ E-mail I.D. | keerthi.spt92@gmail.com |
| ➤ Present Address | Flt No.11,Bldng 668,road-1123, Block- 311, Salmaniya -Manama Kingdom of Bahrain |
| ➤ Passport No. | T5744870 |

