



# ANEETA RACHAL MATHEW

## CAREER OBJECTIVE

To obtain a position that will help me maximize my potentials in my chosen field and motivated to maintain customer satisfaction or even exceed their expectation and contribute to company success.

## SKILLS

- ❖ Excellent communication skill.
- ❖ Excellent customer service handling skill.
- ❖ Proficient in MS Office applications.
- ❖ Ability to multi-task and work under pressure.
- ❖ Strong organizational skills.

## EDUCATION

- **Bachelor of Commerce (2018 – 2021)**  
Mahatma Gandhi University, Kerala, India
- **Senior secondary Schooling (2016 - 2017)**  
Institute of Open Schooling, Sharjah, UAE
- **Secondary Schooling (2014 – 2015)**  
Institute of Open Schooling, Sharjah, UAE

## ADDITIONAL EDUCATION & QUALIFICATION

- **Diploma in Aviation and Hospitality Management.**  
STED COUNCIL ISO 9001: 2015 Certified GOVT of NCT New Delhi.
- **Employment Enhancement Program:**  
Level 1: SWOT Analysis  
Level 2: Character Formation  
Level 3: Presentation Skill  
Level 4: Interview Skill
- Communicative German (Level A1), Hindi, English

## DECLARATION

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

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## Personal Profile:

Nationality : Indian  
Place of Birth : Dubai U.A.E  
Date of Birth : 18<sup>th</sup> April 1999  
Marital Status : Single  
Visa Status : Visit Visa

## Skill Highlights:

- Excellent interpersonal and customer service skills.
- PC based skills to operate Windows package
- Work under pressure
- Telecommunication skills
- Active listening skills
- Fast learner
- Strong decision maker
- Creative
- Team player
- Positive attitude
- Service-focused

## Languages:

- English
- Hindi
- Malayalam
- German