

SAIFUDEEN A



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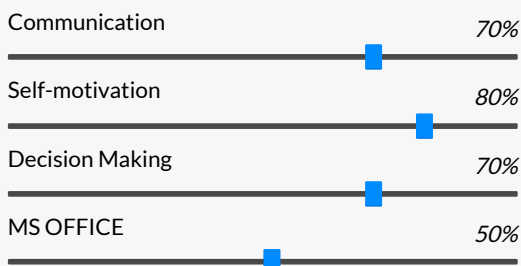
📍
Kavarttu ,perungala (p o),kayamkulam, alappuzha
,kerala, india ,690559

🌐 indian

📅 29/11/1994

👤 single

PERSONAL SKILLS



LANGUAGES

| | |
|-----------|-------|
| English | ★★★★★ |
| Hindi | ★★★★★ |
| Malayalam | ★★★★★ |
| Tamil | ★★★★★ |



SUMMARY

- Energetic and optimistic customer service executive with two years of experience in AIRINDIA SATS providing assistance to passengers before and after a flight.
- Versatile administrative coordinator with three years of experience with proven organizational skill and excellent communication and people skills with strategic planning capabilities



WORK EXPERIENCE

Administrative coordinator

Royal construction

📅 Apr 2019 - Feb 2022

📍 Kayamkulam, India

- Provide administrative support to the office manager and other construction management staff.
- Act as a point of contact for vendors, subcontractors, and other construction services teams.
- Execute clerical and general office duties such as setting up filing systems, data entry, ordering office supplies and other administrative tasks

Customer service agent

Airindia sats

📅 Dec 2016 - Aug 2018

📍 Bangalore, India

- To assist passengers with check in, issue ticket, providing flight information's, checks baggage and solve ticket related travel issues



EDUCATION

BBA (Airline and airport management) Jun 2013 - Jun 2016

Christian group of management, Bangalore

📍 Bangalore, India



MOST PROUD OF



Planning

Analyzing Issues, Decision Making, Project Management, Strategic Planning



Team Work

Collaboration, Delegation, Goal Setting, Group Leadership