



ATHIRA SASIDHARAN

CONTACT

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17/06/1996

OBJECTIVE

My aim is to attain a position in a growth-oriented company where I can use my strong organizational and technical skills to contribute to the company's success. I am also seeking a position that will allow me to continue developing my abilities while contributing to the goals of the organization.

SKILLS

- * Skill in public relations and handling complaints.
- *Skill in organization in order to coordinate several events simultaneously.
- * Skill in both verbal and written communication.
- *Strong organization skills
- *Effective communication and Excellent customer service
- *Ability to multitask
- *Knowledgeable in technology
- *Able to work in a team

LANGUAGE

- ✓ English - Read Write & Speak
- ✓ Hindi- Read Write & Speak
- ✓ Malayalam (mother tongue) - Read Write & Speak

INTERESTS

- Travelling
- *Volunteering, community service or charity work
- *Sports such as competing on a team or other forms of exercise
- *Listening music
- * Browsing
- *exploring myself

EXPERIENCE

Worldwide Holiday Tour Makers Payyanur

2022 April - 2023 July

Admin/Customer service Executive

- Organizational skills to assist multiple employees at one time with various tasks
- Knowledge of basic computer programs and basic typing abilities
- Communication skills, like having a pleasant demeanour and the ability to work with various types of personalities within an office setting.
- Adaptability and flexibility to adjust priorities for whatever task is most important at any given time.
- Knowledge of standard office policies and procedures.
- Receive and respond to incoming travel requests on behalf of the organization.
- Plans domestic tours including lodging, food and transportation arrangements; negotiates with tour operators on domestic and international tour packages and ticketing.
- Tracks and notifies travelers of payment received and balance due including membership dues.

Unicorn bakes Cake shop Payyanur (Part Time job)

2021 April - 2022 March

Front office/admin

Responsibilities:

- *Creating a welcoming and positive customer experience at the bakery counter.
- *Advising customers on baked goods selection and taking orders.
- *Managing customer complaints and relaying them to the Baker.
- *Leadership skills to take control of a situation and make quick decisions when necessary.
- *Welcoming all visitors and registering them at reception.
- *Answering and screening telephone calls
- Scheduling and confirming Orders, delivery and important events.
- *Copying, scanning, and filing documents
- Preparing reports and maintaining records
- Typing various documents.
- *Managing online and phone reservations.
- *Maintain updated records of bookings and payment.
- *Respond to clients' complaints in a timely and professional manner.

EDUCATION

Payyanur college payyanur

2017

BSc
80%

GGHS School Payyanur

2014

Higher Second Education
78%

St Marry's Girls high school Payyanur

2012

SSLC
84

REFERENCE

Vishnu Raghunad - Unicon bakes - owner

Unicorn bakes
| +918113095506

Rahul Suvarnan - Director

Worldwide Holiday Tour Makers
| +916238182053