



▶ Amal Satheesh A  
S/o D Satheesh Chandran

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### Introduction

To whom so ever it may consern,

Dear Sir/Madam,

I am a Commerce graduate specialised in Computer Applications and possess a Diploma in Aviation Hospitality and Travel Management. I am well-versed in handling Computers and Office Suite.

- To become a part of a reputed firm to support my family and uphold my professional competence.
- To attain a successful professional life
- To be a part of management team to work for the welfare of one self and the attainment of group goals

Yours sincerely,

**Amal Satheesh A**

## Education

Copy of Certificates can be provided if required

- ▶ Bachelors of Commerce in Computer Applications (April 2016) -71%

Mahatma Gandhi University, Kottayam

- ▶ Level 5 Diploma in Aviation Hospitality and Travel Management (June 2012)

Institute of Commercial Management (ICM),UK

Frankfinn Institute of Aviation Hospitality and Travel Management, Cochin

- ▶ Senior Secondary Education (March 2011)-75%

Directorate of Higher Secondary Education, Kerala

- ▶ Secondary School Leaving Certificate Examination (March 2009) -85%

Board of Public Examinations, Kerala

## Other Achievement's

- ▶ Customer Interaction Program , Udaan 2012
- ▶ Certificate in First Aid Care
- ▶ Travel port Galileo
- ▶ Inflight Training by Jet Airways
- ▶ English Edge by BBC
- ▶ National Cadet Crops
- ▶ Mass Drug Administration (Primary Health Center, Ezhupunna)
- ▶ Various other Certificates in Extra- Curricular activities

## Experience

- ▶ **Accounts Assistant (05/04/2017 -15/02/2018)**

**English India Clays Ltd** (TC-91/34, Veli, Thiruvananthapuram,695021, Kerala State)

## Professional Training

- ▶ **Guest Service Associate (02/05/2012 -10/07/2013)**

**The Royale Gardens** (P.O Box No.1 , Harppad, Alleppey Dist. Kerala State)

## Skills

- ▶ Adaptability
- ▶ Honest, Hard Working and Sincere
- ▶ Highly Self- Motivated
- ▶ Excellent Personal and Interpersonal skills
- ▶ Telephone Etiquettes
- ▶ Excellent in using Computers

## Linguistic Excellence

- ▶ Malayalam
- ▶ English

## Personal Details

Date of Birth : 16/11/1994

Marital Status : Single

Blood Group : O-ve

Father : D. Satheesh Chandran

Mother : Vijayamma K.S

Address : Amal Nivas (SRA45)

SanthiNagar Residents Association

Ezhupunna P.O

Cherthala, Alappuzha, Kerala

PIN: 688537

Any other Details may be provided if required

## References

References may be provided if required.

## Declaration

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

**Amal Satheesh A**