

JAYAPRIYA J

Thekkettathu house,
South paravoor p o, Thripunithura, Ernakulam, 682307
E-mail: jayapriya477@gmail.com
+917907265015
Jayapriya477@gmail.com

ground staff work in the aviation industry where they are engaged in various roles at the airport. Ground staff ensures the safety and comfort of passengers, including checking in baggage, providing information, assisting disabled passengers, confirming reservations, and selling tickets.



Experience

IKON TOURS AND TRAVELS, KOCHI

Profile : As executive

Duties And Responsibilities:

- Plan and organize travels by booking tickets and accommodation
- Research destination and travel prices
- Producing promotional material and displays.
- Greeting and welcoming passengers, and responding to questions.
- Assisting disabled passengers and those with small children.

MUTHOOT CAPITAL SERVICES LIMITED (HEAD OFFICE), MG ROAD, KOCHI

Profile : As Senior Tele Caller Accounts
From 12th June 2012 – Till the Date

Duties And Responsibilities:

- Closing of Loans
- Handling Full and Final Settlement
- Collection Of Over Dues against Loans
- Approval of Fore Closure in HP Loans using Loan Management Software
- Preparation of Monthly Reports
- Handling with Accounts statements.
- Direct Dealing with Customer Enquires

Software Skills

- M.S Word
- M.S.Office
- M.S Power Point

- **Languages Known** : Malayalam, Hindi and English,
Tamil

Highlights

- Good **communication skills**.
- Excellent interpersonal skills.
- The ability to remain calm in emergencies or when dealing with difficult passengers.

Education

SSLC -2005
PLUS TWO 2008
IATA DIPOMA – 2009
B.COM – 2015 - Doing

Hobbies

- Enjoy travelling and interacting with peoples.
- Listening good music
- Reading
- Playing shuttle bats
- Cooking
- Hand embroidery works

Personnel Profile

Date of Birth : 31.05.1991
Marital Status : Married
Spouse Name : Gijo Raj
Father's Name : Jayaram
Religion : Christian
Caste : Jacobite