



Anju Francis

anjuele94@gmail.com

0091-9620121215

CAREER OBJECTIVE

Talented and accomplished professional exploring opportunities to be a valuable member of a team in an organization where I can hone my skills and training experience to develop innovate and contribute my very best in synchronization with the organizational strengths and ethos.

SOFT SKILLS

- Attention to detail
- Self Starter and Quick Learner
- Time Management and prioritize work
- Teaming
- Creative, resourceful and adaptable

ACADEMIC CREDENTIALS

- Perusing MBA (HR) from IGNOU.
- BBA Aviation Management (Bangalore University)
- Airport Aviation Management (In-flight Aviation Academy-cochin), India.
- Higher secondary education (12th grade)(Kerala state education board)
- High school education(10th grade) (Kerala state education board)

JOB PROFILE

- Administrative Head, GSEI, Bangalore
- Sales Assistant, Qatar Duty free, Doha
- Admission officer at GSEI Bengaluru
- Aviation Trainer at QCMS Bengaluru.
- Handled Flights- Air Pegasus, QATAR AIRWAYS

EXPERIENCE

- 03 years Experience as an Administrative head in GSEI, Bangalore (Aug 2019- Feb 2023).
- 02 months sales assistant experience in Qatar Duty free, Doha (July 2019-Aug 2019).
- 03 years experience as an Admission officer in GSEI, Bangalore (July 2016- Jun 2019).
- 01 year experience in Air Pegasus Pvt.Ltd. Bengaluru as a Senior Customer Service Executive (Apr 2015- Apr 2016).
- 2 years experience in QATAR AIRWAYS, in Cochin International Airport, working with Bird Worldwide Flight Service. (Feb 2013-Mar 2015).
- 05 Months experience in MEET AND GREET service with BWFS, CIAL
- Proficient in MS Office (Word, Excel, PowerPoint).

PERSONAL DETAILS

CONTACT INFORMATION : 91-9620121215
EMAIL : anjuele94@gmail.com
NATIONALITY : Indian
GENDER : Female
MARITAL STATUS : Married
ADDRESS : THUNDIYIL (H), PRAKSH P.O UDAYAGIRI, IDUKKI
LANGUAGES KNOWN : English, Malayalam, Kannada, Tamil, Hindi

DECLARATION

I do hereby declare that the information furnished above is true to the best of my knowledge. I have not knowingly omitted any related information, which would have a bearing on my employment with you.

Place: IDUKKI

ANJU FRANCIS

Date: