



# BEEMA S JALEEL

*Human Resource Associate*

HR and Customer Service Professional with 4+ Years of Cross-Industry Expertise in Aviation, Healthcare, IT, and Project Management

## Experience

- **HR ASSOCIATE** JAN '23 - Present  
FUTURE LEAP PMC  
(PROJECT MANAGEMENT ) ( KERALA ,INDIA)
  - Co-ordinating and organizing Jobfairs and responsible for screening, Coordinating Interviews.
  - Managing recruitment cycle for both IT and Non IT sectors.
- **CUSTOMER RELATIONS MANAGER** JUL '20 - Nov '22  
BYTEKAT TECHNOLOGIES PVT.LTD  
(IT INDUSTRY ) ( KERALA, INDIA )
  - Building and maintaining profitable relation ship with key customers.
  - Schedule regular meetings with customers to ensure they are satisfied
- **PUBLIC RELATION EXECUTIVE** SEP '17 - OCT '18  
TRAVANCORE MEDICAL COLLEGE AND HOSPITAL  
( HEALTHCARE INDUSTRY ) ( KERALA, INDIA )
  - Provide counselling to patients and families with information on patient rights, hospital services, procedures and protocol.
  - Liaison between patients, their families and the organization's physicians, departments and administration.
- **CUSTOMER SERVICE AGENT** JUN '16 - AUG '17  
BHADRA INTERNATIONAL INDIA PVT.LTD  
( CHENNAI INTERNATIONAL AIRPORT, INDIA )  
(AVIATION INDUSTRY )
  - Provide quality services to passengers with respect to check-in, boarding, special services, lounges and baggage services in **British Airways**
  - Familiarize with airline procedures and reviewed pre flight briefing of the flight status and special requirement such as seating, incapacitated passengers ,VIP passengers and UM

## Contact

Phone  
+91 8592878618

Email  
beemasjaleel@gmail.com

Address  
Kerala,India

## Education

Bachelor of Arts In English  
Annamalai University  
2022

Diploma In Hospitality, Travel and  
Customer Service  
Frankfinn Institute Of Airhostess  
Training  
2016

Travelport Galileo GDS Basic And  
Advance Course  
Frankfinn Institute Of Airhostess  
Training  
2016

B.Tech in Computer Science  
Kerala University  
MES Institute Of Technology and  
Management

## Certification

Level 5 Diploma In Hospitality, Travel  
And Customer Service

Institute Of Commercial Management  
(ICM)  
2016

## Language

English

Malayalam

Tamil