

Resume

- ✓ Name : Jyotika
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Shahajahanpur(242001)
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- ✓ **Objective**
 - ✓ To work in an organisation where there is a scope to growth and get challenging assignments to tap my potentials to the fullest capacity
 - ✓ To work with the prestigious organisation where my personal skills match with the vision and mission of the organisation.
- ✓ **Work Experience**
 - ✓ Spicejet Airlines (july 2019 – till present)
(Reservation Executive)
- ✓ **Job Description**
 - ✓ Provide satisfactory Customer service to Passangers
 - ✓ Have to make Good public Relations while solving the problems
 - ✓ Have to give the on time performance while handeling the query
- ✓ **Training**
 - ✓ Navitaire (spicejet)
 - ✓ DGR (spicejet)
 - ✓ Safety and security (spicejet)
 - ✓ Ncc training
- ✓ **Skills**
 - ✓ Energetic personality with positive attitude
 - ✓ Adaptable to acquire new ideas
 - ✓ Responsible
 - ✓ Committed to excellence & success
 - ✓ Dedicated towards work with loyalty
- ✓ **Area of Expertise**
 - ✓ Work for safety and security of the customers as well as organisation
 - ✓ Flexible for adapting the environment
 - ✓ Customer service
 - ✓ On Time Performance
 - ✓ Make a good public relationship
- ✓ **Qualification**

Pursuing B. A (3rd year) Agra University,India
- ✓ **Professional Qualifications**

Diploma in Aviation, Hospitality and Travel management from Frankinn Institute of Airhostess training

✓ **Personal Details**

- ✓ Date of Birth : 26 December 2000
- ✓ Gender : Female
- ✓ Marital status : Unmarried
- ✓ Height : 157.02 cms
- ✓ Weight : 46 kgs
- ✓ Language : English, Hindi