RESUME

NEELAM S.THAKKAR

**B-4, 3RD FLOOR, DIPIKA TOWER, OPP A.M.T.S. BUS STAND, NARODA, AHMEDABAD – 382330.**

CONTACT NO:- 8141272952, 9925151130 EMAIL: [**nsthakkar2011@gmail.com**](mailto:nsthakkar2011@gmail.com)

**I have excellent verbal and written fluency in English, Gujarati & Hindi languages. Accepting challenges has been my passion. I always think positive & Trust in achieving my goals in positive way.**

|  |
| --- |
| **REQUIRMENTS** |

**Better prospects and future**

|  |
| --- |
| **EDUCATIONAL QUALIFICATION** |

**SR.NO Degree Uni/Board Passing Year Grade**

**1. S.S.C GSEB 2004 SECOND CLASS (51%)**

**2. H.S.C GSEB 2006 FIRST CLASS (63.43%)**

|  |
| --- |
| **PROFESSIONAL QUALIFICATION:-** |

**Completed Diploma in Airport Management & Customer Care Course from AVALON AVIATION ACADEMY. (Run by APTECH LIMITED MUMBAI)**

|  |
| --- |
| **COMPUTER SKILLS :-** |

**I have passed Diploma in Computer accounting with “A”**

**M.S Office**

**Knowledge of Internet**

|  |
| --- |
| **EXTRA KNOWLEDGE:-** |

**Completed Certified Beautician Course**

|  |
| --- |
| **WORK EXPERIENCE:-** |

**Worked with CAMBATA AVIATION PVT LTD as ASST.SUPERVISOR at SVP International Airport.**

**Worked with WOODLAND TOURS & TRAVELS as OFFICE INCHARGE From**

**1 February2011 to 31 January 2018.**

**Currently working with CREATIVE INTERNATIONAl SCHOOL as a administrator from 15 February 2018 to till today.**

|  |
| --- |
| **PERSONAL DETAILS** |

**Date of Birth : 1st March 1989**

**Sex : Female**

**Height : 160 cms**

**Weight : 60 kgs**

**Complexion : Whitish**

**Vision : Normal**

**Marital Status : Unmarried**

**Nature : Co-operative & Hard Working**

**Nationality : Indian**

**Languages Known : English, Hindi & Gujarati**

|  |
| --- |
| **PERSONAL ATTRIBUTES** |

**I have a proven ability and track record in providing excellent customer service whenever required.**

**I am positive, confident, persuasive, and resourceful.**

|  |
| --- |
| **AREA OF INTEREST** |

**Dancing**

**Listing Music**

**Riding Bikes**

|  |
| --- |
| **DECLARATION** |

**I have declared that the** **information furnished above is true to the best of my knowledge.**

**Thanking You,**

***NEELAM S. THAKKAR***