**Curriculum Vitae**

**Meenakash Sethi**

Flat 404, Ankshu Platina, 2nd cross,

Sai baba layout, Devasandra main road,

Kodigehalli post, K.R Puram,

Bangalore - 560036

Mobile: +91 9880106322

Email: meenaksh\_jet@yahoo.com

 **Objective**

 **To learn and grow through the various levels of the organization**

**Work Experience**

 **Organisation Department Period**

**First Advantage Customer service Mar 2014 - Present**

**HSBC Customer service Mar 2004 - Jan 2014**

**Lufthansa Customer service May 2003 - Mar 2004**

 **JET AIRWAYS Customer service Nov 1997 - Jan 2003**

**UB Air Pvt. Ltd Finance Dec 1996 - Nov 1997**

**Job Profile**

**First Advantage -** Working as an inbound and outbound screening specialist handling calls for revenue Assurance department (**WOTC**). Working on cross training project as per business requirement (**WOTC and VA**)

**HSBC:**

Worked as active team member with the ability to plan, organize, analyze, evaluate, coordinate and communicate together with the ability to take up responsibility of various size and complexity

**Lufthansa:**

Worked as Passenger Handling Agent at IGI international airport New Delhi, helped in preparation of Departure and Arrival duties, inclusive of Pre and Post flight duties

**Jet Airways:**

Interaction with 250 plus agents/clients in Bangalore regarding fortnight payment to the airline

**UB Air Pvt. Ltd:**

Complete maintenance of account books, preparation of necessary documents during the process of internal and external Audit

**Desired Work Environment**:

An environment which exposes me to various fields which provides scope for upward growth and development

**Education:**

Acedemic : Bachelor of Commerce

 Year of Passing 1996 (Bangalore University)

 Professional : Diploma in Air Travel

 (Domestic and International)

 Davars College of commerce –Bangalore

 : IATA /UFTA Foundation (Montreal Canada)

**Experience:**

* Working Knowledge of computerized airline accounting package
* Working Knowledge of airline ticketing and data storage system
* Working Knowledge of performing pre and post flight duties
* Working knowledge of windows operating system and MS office suite.

**Personal Details**

 Date of Birth : 25 Feb 1975

 Marital status : Married

 Passport No : A317487

 Hobbies : Stamp and Coin Collection

 Languages Known **: Read Write Speak**

 English English English

 Hindi Hindi Hindi

 --- --- Tamil

 --- --- Kannada

 --- --- Punjabi

Place : Bangalore

Date :

 **(Meenakash Sethi)**