

CURRICULUM VITAE

CONTACT INFORMATION

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PERSONAL PARTICULARS

NAME : **DIVYA GOPAN GIRIJA**
NATIONALITY : **INDIAN**
VISA TYPE : **RESIDENT**

DOB : **07-09-1996**
MARITAL STATUS: **MARRIED**

PROFILE

Obtain a responsible position in an organization with the best capabilities ,skills and knowledge.

EDUCATIONAL QUALIFICATIONS

POST GRADUATION

MASTER BUSINESS ADMINISTRATION
HR {DOING at IGNOU}

GRADUATION

GRADUATED with a **DEGREE IN BBA**
{AVIATION OPERATIONS}
from University of Petroleum and Energy
Studies{UPES}, INDIA

HSE

HIGHER SECONDARY EDUCATION
completed from RKD NSS
Sasthamangalam

SKILLS

LANGUAGES

- ENGLISH (fluent in reading, speaking & writing)
- HINDI (fluent in reading, writing & speaking)
- MALAYALAM (fluent in reading, writing & speaking)

SOFTWARE

Good knowledge in MS word,
MS excel

KEY SKILLS

- TIME MANAGEMENT
- PROBLEM SOLVING ABILITIES
- TEAM WORK
- LEADERSHIP
- COMMUNICATION

EXPERTISE

- RESERVATION BOOKINGS
- TRAVEL PROMOTIONS
- INTERNATIONAL AND DOMESTIC TRAVEL

WORK EXPERIENCE IN DETAILS

1 Year work experience as a TOUR CONSULTANT in various companies in india.

- **KERALA TRAVELS INTERSERVE LIMITED**
- **MMD HOLIDAYS INDIA PRIVATE LIMITED**