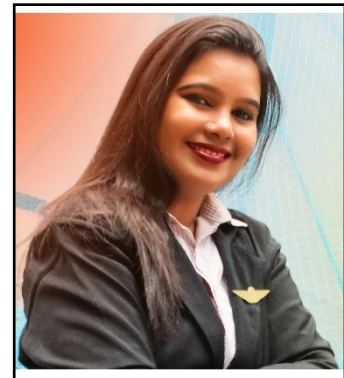


CURRICULUM VITAE

LOOYISA BANARGI

E-mail: looyisabanargi@gmail.com

Mob: - 0091 - 6282 577 504 / 9188 79 3792



OBJECTIVE

Looking for a challenging career with a leading Organization where I can contribute my skills and improve my knowledge through hard work dedication and sincerity towards my job and to execute the responsibilities entrusted in me, to derive job satisfaction and for the growth of organization I work.

KEY PERSONAL SKILLS

- ☐ **Interpersonal skills and the ability to build industry relationship.**
- ☐ **Good Leadership Quality and effective communication skills.**
- ☐ **Willingness to learn and always self-motivated.**
- ☐ **Team Player and go-getter**
- ☐ **Positive attitude towards the responsibilities.**
- ☐ **Analytical skills and comprehensive problem solving ability.**

CAREER HIGHLIGHTS

NEWMOON TRADING & CONTRACTING L.L.C, AL-WAKRA, DOHA, QATAR

BUSINESS DEVELOPMENT EXECUTIVE

DEC 2018 - FEB 2019

Responsibilities Handled:

- ★ Researching organizations and individual online to identify new leads and potential new markets.
- ★ Contacting potential clients via email or phone to establish rapport and set up meetings.
- ★ Attending conferences, meetings and Industry events.
- ★ Developing Quotes and proposals.
- ★ Contacting clients to inform them about new developments in the company products.

ASIAN AIRLINE ACADEMY AND ASIAN AVIATION COLLEGE OF MANAGEMENT & SCIENCE

PERSONAL SECRETARY AND ASST. TRAINER

2010 - 2018

Responsibilities Handled:

- ★ IATA- Preparation Classes for International Examination conducting by the National Carrier Air India.
- ★ IATA Exam Enrollment and other correspondence.
- ★ Developing the Content and knowledge of the students in aviation within aviation context.

- ★ Organizes official meetings and events.
- ★ Provide high quality instruction and advising
- ★ Assess the students and the training techniques in order to increase the effectiveness
- ★ Conduct classes punctually and in accordance with the prescribed schedule

**EXPRESS GROUND HANDLING & AIRLINE SERVICE PRIVATE LTD. KERALA, INDIA
OPERATIONAL OFFICER
2009 - 2010**

Responsibilities Handled:

- ★ Help customers in getting passport and book international and local travel and hospitality arrangements.
- ★ Interface with customers to build solid work relationships.
- ★ Provide quotes for travel expenses and communicate appropriate information to clients regarding fares and itinerary.
- ★ Maintain client profiles for follow-up and also deal with complaints and refunds
- ★ Booked travel reservations
- ★ Handled all calls and managed return calls.
- ★ To maintain client files.
- ★ Understand the client's need and give appropriate suggestions accordingly.
- ★ Provide excellent customer-service

**VODAFONE MINI STORE, KERALA, INDIA.
FRONT OFFICE EXECUTIVE
6 MONTHS (2008)**

Responsibilities Handled:

- ★ Customer Contact Executive
- ★ Attendance Management
- ★ Maintaining Files
- ★ Attending Incoming and Outgoing Calls

FIELDS OF SPECIALIZATION

- ▶ **IATA-Dangerous Goods Regulations**
: International Air Transport Association (IATA) : MONTREAL, CANADA
- ▶ **IATA-Airline Customer Service**
: International Air Transport Association (IATA) : MONTREAL, CANADA
- ▶ **Online- Leadership and Manage Mentor Course**
: Harvard University, BOSTON, USA

PROFESSIONAL COURSES UNDERGONE

- ▶ **Airline Customer Service & Airport Ground Handling (2008-2009)**
: Airline Training Academy, Trivandrum
- ▶ **Bachelor Diploma in Aviation Management (2009-2011)**
: Asian Airline Academy and Asian Aviation College of Management & Science, Trivandrum

ACADEMIC QUALIFICATION

- * **HSS** : Central Board of Higher Secondary Education (CBSE) – 2007.
- * **BA - Economics** : Kerala University, Trivandrum.

AIRPORT VISITED FOR PRACTICAL PURPOSE

- * Cochin International Airport Ltd

AIRLINE USED FOR PRACTICAL STUDY

- * Air India Express (COK-TRV)
- * Air Asia (TRV – KUL)

SPECIAL TRAININGS

- * Digital Marketing Training Program, Digital Magnet Institute of Digital Marketing, Trivandrum.
- * Advanced Leadership Training with the Theme "LEAD TO UNLEAD". S.R. PAI Foundation Kerala's Emerging Leadership Institute, Cochin.

PERSONAL DOSSIER

Gender : Female
Marital Status : Married
Spouse Name : Mr. Reghumon B
Nationality : Indian
Age : 32 Yrs
Passport Details : No. M7736080, Date of Expiry: 29/03/2025
Languages Known : English, Hindi, Malayalam (Mother Tongue)

REFERENCES

1. Mr. Girish Govind _ 0091- **9946 33 3803**
girishgovindsivasankar@gmail.com
(First Officer, Air Deccan)

2. Mr. Albin Thomas - 0091- **9710 18 5401**
albthom@gmail.com
(Senior Faculty, Dept. of Tourism and Hospitality,
Aviation College of Management and Science, India)

Place : Trivandrum

(LOOYISA BANARGI)

Date :