***Curriculum Vitae***

Ms. Kamlesh Dixit

H-19/130, Sector 07, Rohini

Delhi-110085

Mobile: 8800114227

Email; dixitsac@gmail.com

**Work Experience:**

* Have been working with Cambata Aviation, Indira Gandhi International Airport, Terminal 3, New Delhi since March 2006 till date. (**approx. 10 years)**

**Job profile:**

* Check-in and issuance of Boarding Pass.
* Passport and Visa Inspection
* Maintaining of database and high standard of documentation
* Resolving grievances of Passengers
* Handling Multiple Assignments
* Strict compliance with standard procedures of company

**Flights handling/handled**

China Eastern, Aeroflot, Gulf Airways, Uzbekistan, Qatar Airways, Air Asthana, GMG, Cosmic Air

**Computer Knowledge:**

Liasion, Saber, Etem, MS Office, Email, Internet

**Current Salary;** INR 25.000/ p.m

**Qualification:**

1. Air Ticketing from IITTM, Chanakaya Puri, New Delhi
2. B.Com (Pass), University of Delhi
3. Basic MS Office Six Months Course
4. XIIth from CBSE, Delhi
5. Xth from CBSE, Delhi

**Date of Birth:** 17th july 1983

**Martial Status:** Married

**Passport No.** K9812754

**Passport Validity:** 28.11.2022

I would be very much thankful if you consider my application.

(Kamlesh Dixit)