

Manushree K

Thiruvaramba Village, Bangalore | 7996919167 | manukrishna524@gmail.com

Languages: English, Kannada, Telugu, Tamil

Career Objective

Motivated and detail-oriented BBA Aviation graduate seeking an entry-level opportunity to utilize my academic background, communication skills, and strong work ethic in a dynamic organization. Eager to contribute to team success and gain valuable real-world experience.

Educational Background

Bachelor of Business Administration (Aviation)

Christ College of Science and Management, Bangalore

Expected Graduation: 2025

PUC - Commerce

St. Philomena PU College - 87.66% (2021)

SSLC

Endeavour's International School, Muguluru - 86.88% (2019)

Internship Experience

Assistant General Manager (Intern)

Om Shakthi Enterprises - Courier Services, Bangalore

Duration: 15 days (Jan 2025)

- Supported daily business operations, including parcel tracking and customer handling
- Assisted the AGM in managing documentation and dispatch workflows
- Learned core concepts of logistics and operational efficiency

Certifications & Additional Qualifications

- Successfully completed a Certificate Course in Airport and Airline Management
- Completed a Certificate in Travel Management using the Galileo GDS system
- Earned a Certificate in Artificial Intelligence and Machine Learning
- Received IBM Training in AI Development Skills

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Skills

- Office Coordination & Time Management
- Customer Handling & Interpersonal Communication
- MS Office (Word, Excel, PowerPoint)
- Report Writing & Documentation
- Multilingual Communication

Strengths

- Calm under pressure
- Quick learner and adaptable
- Team player with leadership ability
- Strong sense of responsibility

References

Available upon request