



# Vivek Verender Kak

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## CONTACT

Shree complex phase-  
4, A/a- 4 Flat no. 602  
Barave  
road,khadakpada  
near jalgaon bank,  
Kalyan (west)- 421301  
Maharashtra.

**E-mail:** vivek.kak20@gmail.com

**Phone:** +919987831017

## CAREER OBJECTIVE

To be a successful professional in Globally Respected Company and to achieve the objectives of the company with Honesty and Fairness and to continuously upgrade my Knowledge and Skills. I believe that I have effective communication skills that will be an asset to any prospective employer. I enjoy challenges, have an outgoing friendly nature, as well as being honest and mature. These traits along with my high standards of work and presentation, the ability to motivate, and the fact that I have always remained fully dedicated to any task I have been assigned, are what I have to offer as a prospective employer along with my initiative that ensures every customer's expectations are exceeded.

## PERSONAL DETAILS

- Date of Birth : 20.11.1992
- Languages known : English, Hindi,Kashmiri,Marathi.
- Email id: vivek.kak20@gmail.com
- Contact no.:+919987831017
- Characteristics : Black hair, brown eyes.
- Health : Excellent.
- Interests:Socializing, reading, movies, adventure and lifestyle activities, travelling and internet surfing.

## WORK EXPERIENCE

### Jet Airways

Cabin Crew

April 17 2015 - Present

- Proved customer service to customer on board as well on ground
- Assisted team in setting for service, keeping the cabin safe and secure

- Assisted new joiner and provide guidelines when needed
- Supported seniors during emergency situations
- Assisted elderly and young travellers on board
- Monitored the cabin for any medical situations and taking control of medical cases when they arose

## PROFESSIONAL SKILLS

- Excellent communication skills.
- Experience in fast paced and high profile work.
- In-depth information on safety,service,grooming and security measures.
- Pleasant personality with good physique.
- Immense exposure to the fast paced and high profile work environment.
- Good customer service skills.
- Cooperative with other team members.
- Polite & humble.
- Sound knowledge of the Airline systems & procedures.
- Thorough understanding of airlines rules and procedures.

## QUALIFICATIONS

- B.sc (IT)K.V Pendharkar Degree College MUMBAI University, MAHARASHTRA State Board  
Dept of Information Technology  
(2011-2014) - 54%
- HSC Seth Hirachand Mutha College,Mumbai University ,MAHARASHTRA State Board  
(2009- 2010) - 56%
- SSC K.C Gandhi English High School, Mumbai University, MAHARASHTRA State Board  
(2007- 2008) - 70%

Professional Certification:

- ASP .NET
- JAVA
- HTML

Project : website creation and software developing.

## AREAS OF EXPERTISE

- Food preparation & service Security
- Customer service

- Making announcements
- Safety and emergency procedures
- Selling duty free products

## EXTRA CURRICULAR ACTIVITIES

- Winner in Cricket inter school level under 16 team.
- Winner in Volleyball in the senior division.
- Into Fitness and Dietitian

## PERSONAL CHARACTERISTICS

### Personal Characteristics

- Friendly
- Enthusiastic
- Independent
- Punctual
- Reliable
- Responsible
- Team Orientated
- Flexible

## DECLARATION

I hereby declare that all the above said facts are true to my knowledge.

Place: Mumbai.

Date:

Vivek Verender Kak