**BIO-DATA**



**VEENA M. P**

**MANAVELITHARA (H)**

**EDAVATTOM P.O**

**THALAYOLAPARAMBU**

**KOTTAYAM DISTRICT**

**KERALA STATE-686605**

**INDIA**

**MOB: 9544529205**

**9447100918**

**Email Id : veena6704@gmail.com**

| **CAREER OBJECTIVE** |
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Work for an organization which provides us the opportunity to improve my skills and knowledge to growth along with the organization.

| **PERSONAL INFORMATION** |
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Date of Birth : 23/04/1999

Father’s Name : Purushothaman T G

Gender : Female

Marital Status : Single

Nationality : Indian

Languages Known : English, Malayalam

| **EDUCATIONAL QUALIFICATION:** |
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* **DIPLOMA IN HOSPITAL ADMINISTRATION** (June 2022) with (73%)

From Viswavidyapeedhom Educational Institution, Ernakulam, Kerala

* **BSC. ZOOLOGY** ( June 2020) with (62%) from (Devamatha College, Kuravilangadu) M G University Kottayam, Kerala.
* **VOCATIONAL HIGHER SECONDARY** (March 2016) with (75%) From (GVHSS Vaikom West) Vocational Higher Secondary Examination Board Kerala
* **SSLC** (March 2014) with (77%) From (A.J.J.M. G.G.H.S.S Thalayolaparambu) Public Examination Board Kerala

| **ADDITIONAL QUALIFICATION:** |
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* **DOMESTIC DATA ENTRY OPERATOR** (2021)

| **WORK EXPERIENCE** |
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Two month work experience as office assistant at krishna hospital

| **SKILLS** |
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* Good Communication
* Leadership skills
* Team management
* Quick Learner

| **DECLARATION** |
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I hereby declare that all the above given in formation are true in the best of my knowledge and belief.

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Place : Edavattom **VEENA M.P**

Date :