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**VEENA VIJAYAN K**

**Vazhaveli**

**Kuruppan kulangara P.O**

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**Career Objective**

I look forward to associating myself with an organization where I can contribute to the best of my knowledge. To grow with a professionally excelling establishment that offers challenge responsibility, job satisfaction, and personal development.

 **Educational Qualification**

* S.S.L.C from the Secondary Education, Kerala (2008)
* Plus Two from the Board of Higher Secondary Education, Kerala (2008- 10)
* Diploma in Hotel Management &Catering Technology (2010-12)
* Bachelor of business administration in Madurai Kamaraj university (2013-2016)

**Experience & Responsibilities**

**Worked as Guest Relation Exicutive In Kinder Women’s Hospital And Fertility Centre Cherthala, Alappuzha (27th Jan 2020–11th march2023)**

* Giving exact information to the clients about the services provided by the hospital.
* Proper registration of new and revisit patients.
* Attending calls regarding hospital felicities and services.
* Answering patient queries regarding bills and hospital services if any.
* Financial counseling to the patients who admitted in the hospital .
* In patients insurance submission and queries handling.
* Making Discharge bills of the IP patients.

**Worked as a Hospitality trainer in ASAP (24th April to 25th sept 2016)**

* Introducing additional skills to students.

**Worked as guest service associate in Kumarakom Lake Resort (15/12/2012-12/10/2015)**

* Welcoming the guest with a cheerful smile.
* Keeping the guest in comfortable position.
* Making a intangible relation with the guest
* Customize guest with satisfaction

 **Strength**

 S elf – confidence

* Good communication skill
* Punctuality
* Diplomacy
* Quick grasping power

 **Interests**

* Cooking
* Travelling
* Reading

 **Personal Profile**

Name : Veena Vijayan.K

Guardian : Vijayan

Date of Birth : 27th March 1993

Religion & Caste : Hindu,Ezhava

 Nationality : Indian

Marital Status : Married

 Languages known : English,Hindi,Malayalam

 **Passport Details**

 Passport No. : K0383025

 Place of Issue : Cochin

Date of Issue : 08/03/22

 Date of Expiry : 07/03/32

 **Declaration** I declare that the information furnished above is true and correct to the best my knowledge and belief.

Place: Cherthala Veena Vijayan.K