

## CONTACT

# VEENA PANDIYAN



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## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## EXPERIENCE

1/2/2018 -  
18/11/2018

- **Front desk Receptionist**  
White dammar  
Managed the front office .and system handing greeted guest daily response to request information

## EDUCATION

2022

- **Avodha**  
Medical coding

2019

- **G-Tec computer Education**  
Ms. Office

2017

- **Kerala institute of tourism and travel studies**  
Diploma in Airport Management course

2015

- **St. tresas college Ernakulam**  
BA Sociology

2012

- **HSE**  
Plus two

2010

- **SSLC**  
10th

## SKILLS

- .Good communication .customer service .organization .problem solving

## LANGUAGES

- Malayalam. English. Tamil

## PERSONAL DETAILS

- Date of Birth : 29/12/1994
- Marital Status : Married
- Nationality : Indian
- Religion : Hindu
- Passport : Date of issue:12/1/2017 Date of Expiry :11/1/2027 Place of issue COCHIN

- Gender : Female
- Place : Ernakulam