



VEENA VIJAYAN K  
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### Career Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. To grow with a professionally excelling establishment that offers challenge responsibility, job satisfaction, and personal development.

### Personal Skills.

Self motivated  
Problem Solving  
Team player  
Good communication skill  
Diplomacy

### Educational Qualifications

S.S.L.C from the Board of Public Examinations, 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)

Linguistic fluency : English, Malayalam & Hindi

Organisation	Job Profile
Uniqside Interior designing firm Cherthala	Working as Administration Manager (June 2023-Till) Attends meeting and take notes . Performs tracking and distributes monthly travel reports. Maintain accounts payable and accounts receivable records .

	<p>Orders supplies and equipment ,maintain service contract on equipment .</p> <p>Act as main communication point</p> <p>Draft reports and correspondence</p> <p>Handles administrative tasks .</p>
<p>Kinder Women ' s hospital and Fertility centre. Cherthala</p>	<p>Worked as Guest Relation Executive (Jan 2020 to March 2023)</p> <p>Giving exact information to the patients about the services provided by the hospital.</p> <p>Attending calls regarding hospital facilities and services.</p> <p>Handling welcome desk.</p> <p>Answering patient queries regarding bills and hospital services.</p> <p>Financial counseling to the patients who admitted in the hospital.</p> <p>Handling insurance desk.</p> <p>Making Discharge bills of the In patients.</p> <p>Handling patient Relations.</p>
<p>Additional Skill Acquisition Programme [ASAP](A project of Kerala Government )</p>	<p>Worked as Tourism &amp; Hospitality trainer in ASAP ( April 2016 to September 2016)</p> <p>Introducing tourism and hospitality to higher secondary students.</p>

Kumarakom Lake Resort.Kottayam	Worked as guest service associate in Kumarakom Lake Resort.(Dec 2012 to October 2015) Welcoming the guest Introduce guests to resort amenities. Handling Inventory management. Retrospective feedback
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### **Strengths**

Punctuality  
Confidence  
Quick grasping capacity.  
Positive

### **Interests**

Cooking  
Music  
Flair for travelling  
Reading

### **Achievements**

Training of trainers Certificate from Government of Kerala.  
Employee of month Kumarakom Lake Resort.

### **Personal Profile**

Name : Veena Vijayan.K  
Father' s name : Vijayan  
Date of Birth : 27th March 1993  
Religion & Caste : Hindu,Ezhava  
Nationality : Indian  
Marital Status : Married

**Declaration**

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

Place: Cherthala

Veena Vijayan.K