



# VEENA A

## Contact

veenaavaigusivu6823@gmail.com

What's +91 9947650454



Vishnu Bhavan,  
Myladumkunnu, Yeroor P O  
Anchal Kollam (Dist) , Kerala  
, India



Date of birth : : 26/01/1994



## Education

- **SSLC**  
KERALA BOARD OF PUBLIC EXAMINATION
- **PLUS TWO**  
KERALA BOARD OF HIGHER SECONDARY EXAMINATION
- **BA Political Sciene**  
KERALA university
- **SKILL TRAINING IN HOSPITAL MANAGEMENT**



## Language

English	<div></div>
Hindi	<div></div>
Tamil	<div></div>
Malayalam	<div></div>

## Job Profile

Experienced School Teacher, Accountant, Receptionist with a rich background spanning 9 years in all Field. Known for creating a stimulating and inclusive learning atmosphere, developing curriculum, and employing effective teaching strategies. A Receptionist's duties and responsibilities include greeting visitors, helping them navigate through an office, and supplying them with refreshments as they wait. Preparing financial statements, including monthly and annual accounts.

## Work Experience

From **January 2020 to Oct 2024**  
**AL- BILAL Driving School,**  
ANCHAL , KERALA , INDIA

### Accountant

- Financial reporting: Preparing financial statements, including monthly and annual accounts.
- Financial analysis: Analyzing data to understand a company's financial health and where it's generating and losing revenue.
- Compliance: Ensuring compliance with accounting principles and regulations
- Financial audits: Conducting financial audits and performing tests to check financial information and systems
- Financial advice: Providing financial advice to clients, including on tax planning and business transactions
- Risk assessment: Identifying risks and challenges, and making recommendations to management
- Cost reduction: Suggesting ways to reduce costs, enhance revenues, and improve profits
- Budgeting: Assisting in budgeting and forecasting.

## Passport Details

Number : C2645842

Date of expiry : 29/09/2036

Place of Issue :

TRIVANDRUM

## Computer Skill

Certificate Course in Computer  
Operation (Windows, Word Excel,  
Powerpoint)

Diploma in Financial Accounting

## Skills

Effective Communication

Differentiated Instruction

Assessment and Evaluation

Technology Integration

Professionalism

Technology skills

Telephone etiquette

Writing skills

Appointment scheduling

Time Management

Patience and Empathy

Collaborative Teaching

Behavior Management

Parent-Teacher Communication

Educational Leadership

Continuous Professional

Development

From **June 2014 to March 2016**

STAR FITNESS HUB Alenchery, Anchal ,

KERALA , INDIA

## Receptionist

- Greeting visitors: Welcoming visitors in a friendly manner and directing them to the correct office or person
- Answering phones: Answering and redirecting phone calls to the appropriate department
- Scheduling meeting : Booking conference rooms, arranging catering, and prioritizing meeting requests

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## Declaration

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.

**VEENA A**