

VEENA V NAIR

✉ 6121997veenavnair@gmail.com

☎ 6282190466

📍 Mariya's Living For Ladies (Liberty House) Near Carrymart Supermarket, 29, 1st Main Rd, Maruti Nagar, Bengaluru, Karnataka 560068

🚀 SKILLS

Communication

Computer

Creativity

Leadership

Listening

Problem Solving

Responsibility

Teamwork

Time Management

❤ INTERESTS

Travelling

Movies and Musics

📖 LANGUAGES

English

Malayalam

Tamil

Hindi

Kannada

🎯 OBJECTIVE

To solve problems in a creative and effective manner in a challenging position.

📋 EXPERIENCE

Administration Coordinator

21 March 2024 - Current

IBIS Group of Institutions - Bangalore

- Ensure the overall administration works of an academy and facility management.
- Financial transactions of Ibis Academy.
- Payroll processing of staff.
- Fund flow planning of branch.
- Providing admin orientation to newly joined students and staff.
- Coordinating for IACET examination.
- Coordinating for certificate issuance.
- Ensure the timely completion of the documentation work.
- Supporting the marketing team in case of any assistance required.
- Follow any other responsibilities assigned by the Reporting Manager.
- Follow policies and procedures of IBIS Educational Services those are relevant to the role as directed by the Executive Director.

🎓 EDUCATION

MBA (Human Resource and Marketing)

12/2021 - 12/2023

Bengaluru City University

B.COM (Computer Applications)

6/2017 - 3/2020

Mahatma Gandhi University

Computer Operator and Programming Assistant

6/2016 - 3/2017

Government Industrial Training Institute For Women, Kalamassery

Plus Two (Commerce)

6/2014 - 3/2016

St. Francis H.S.S. For Girls, Aluva

👤 PERSONAL INFORMATION

Father Name: Venukuttan Nair

Date of Birth: 06/12/1997

Nationality: Indian

Religion: Hindu, Nair