

VEENA MOHAN

Dubai

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WORK EXPERIENCE

- **Business Development Manager (BDM), Greentech Energy, India, , India**(Apr 2017 to Jan 2020)
- **Office Administrator, Armada Healthcare (Armada Holding) Dubai, Dubai, United Arab Emirates**(Feb 2015 to Feb 2017)
- **Office Administrator, Specialized University Medical Center, Al Ain UAE, , United Arab Emirates**(Feb 2013 to Feb 2015)
- **Guest Service Associate (Recreation Dept), Marriott Resort & Spa, Goa, India, Goa, India**(Feb 2011 to Feb 2012)
- **Recruitment Process Outsourcing (HR- US Staffing), eZe Care Systems and Solutions, Kerala India, Kerala, India**(Feb 2010 to Feb 2011)

EDUCATIONAL BACKGROUND

- **University of Kerala, Thiruvananthapuram, BA, 2010, English Literature**

SKILLS

- **ms-office packages and internet**
- **operating systems.**
- **good typing skill.**

PERSONAL BACKGROUND

° **Birthday:** - 1988-08-21