



VEENA MOHAN

(EXPERIENCE : 9 YEARS)
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Date of Birth : 21 August 1988
Nationality : Indian
Civil status : Single
Availability : Immediate
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PERSONAL PROFILE

A highly competent, motivated and enthusiastic candidate with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate support to team.

OBJECTIVE

To pursue a challenging job in a responsible position in a dynamic and a growing organization where my capabilities and efficiency can be fully utilized. To excel in my duties and responsibilities, being an asset in the organization and a person of value in the management.

SKILLS

- I am a quick learner and offer essential skills for such a position which include a high level of work ethics, effective problem-solving skills and managing multiple tasks using proper time and resource management.
- I am a self-starter and need very little supervision in executing the tasks assigned to me.
- I have managed on many occasions to divert a to-be argument into a successful win-win situation.
- I am blessed with excellent problem resolution skills and most importantly an ability of being able to manifest a bond and connect with my teammates and colleagues which in most situations turn things around.

EDUCATIONAL QUALIFICATION

- B.A. English Literature : University of Kerala, Trivandrum, India in 2010
- Higher Secondary (grade XII) :GHSS ,Trivandrum, India in 2006
- High School (grade X) :St. Mary's HSS, Trivandrum, India in 2004

WORK EXPERIENCE

- ❖ Year : **2017 April – 2020 January**
- ❖ Firm : **Greentech Energy, India**
- ❖ Position : **Business Development Manager (BDM)**

JOBS AND RESPONSIBILITIES

- Establishes a baseline that monitors overall plant performance. Manages plant performance improvements based on Key Performance Indicator measurements
- Develop collaborative interdepartmental working relationships with customer support management, and sales management to maximize customer service.
- Develop and manage the team, including talent development, performance management, and labor management.
- Develop the plant staff and workforce through the performance management process, including training and development plans for each direct report.
- Focus on talent and organizational development, develop an effective succession planning process, and creates a culture focused on continuous improvement.
- Develops plant goals and works with and through subordinate associates to achieve results.
- Works with Plant Supervisor or Asst. Plant Manager to achieve goals.
- Improve performance and assure management succession by training, developing and motivating department personnel.

- ❖ Year : **2015 February to 2017 February.**
- ❖ Firm : **Armada Healthcare (Armada Holding) Dubai**
- ❖ Position : **Office Administrator**

JOBS AND RESPONSIBILITIES

- Encoding the patient details on patient record files and responsible for filling the medical files.
- Organizing meeting between the practice staff and senior managers.
- Sending the daily patient record every day/week/month to accounts and operation manager.
- Prepare the survey statistics and report to marketing manager.
- Monitoring and ordering office supplies/stocks and reporting to store manager.

- ❖ Year : **2013 -2015**
- ❖ Firm : **Specialized University Medical Center, Al Ain UAE**
- ❖ Position Held : **Office Administrator**

JOBS AND RESPONSIBILITIES

- Supervising the work of office juniors and assigning work for them.
- Raising of purchase orders and invoice tracking.
- Creating and modifying documents using Microsoft Office.

- ❖ Year : **2011– 2012**
- ❖ Firm : **Marriott Resort & Spa, Goa, India**
- ❖ Position Held : **Guest Service Associate (Recreation Dept)**

JOBS AND RESPONSIBILITIES

- Welcome guests and perform necessary services at the recreation department.

- Booking of appointments using software and sale of products.
- Provide information to guests about hotel services and offers.
- Respond and act on guest complaints and problems.

❖ Year : **2010 – 2011**
 ❖ Firm : **eZe Care Systems and Solutions, Kerala India**
 ❖ Position Held : Recruitment Process Outsourcing (HR- US Staffing)

JOBS AND RESPONSIBILITIES

- Create advertisements for job positions and post in proper locations.
- Meet with potential clients to determine their qualifications and capabilities.
- Draft contracts and other paperwork needed for new hires.
- Explain terms of position with new hires, such as salary, hours, dress code, job description, etc.
- Organize training meetings and conferences for those hired in the past 6 months.

KEY IT SKILLS

- MS-Office Packages and Internet.
- Operating Systems.
- Good typing skill.

COMMUNICATION SKILLS

- English Fluent
- Malayalam Native
- Hindi Fluent
- Tamil Intermediate

EXTRA CURRICULAR ACTIVITIES

- Biking & travelling
- Dancing
- Art and crafts.

KEY STRENGTH

- Positive Attitude – Self-motivated, goal oriented, ability to perform in the team environment, receptive to changes, able to work well under pressure and capable of working with own initiative and minimal supervision.
- Commitment /Energy – Highly dedicated to work, efficient and committed to excel.
- Hard working, trustworthy, flexible and willing to grow within the organization.
- Team work – Ability to work within a team, with leadership and coordination.
- Quick learner and multi-tasking.

REFERENCE

Upon request.

08/03/2020

Dubai, UAE

VEENA MOHAN