

ALEENA UDAYAN



Contact Details

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Languages

Malayalam- Native

English- Fluent

Hindi- Intermediate

Tamil - Intermediate

Technical skills

- Tally
- Basic Graphic Design
- MS Office
- CAP

Strength

- Time management
- Hard working
- Learn things quickly

Hobbies

*Reading * Writing * Photoshop

Personal Details

Date of Birth: 02/09/1998

Marital Status: Single

Nationality: Indian

Visa Status: Visit Visa

Availability: Immediately

Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization

Experience

Front Office Receptionist- 12 Dec 2021 to Present

Al Zaied Studio L.L.C., Sharjah, UAE

- Greet customers as they arrive.
- Keep backup the documents for trace out any time.
- Processing transactions and issuing receipts.
- Inform clients about new services and discounts.

Internship Trainee- 04 Sept 2020 – 03 Oct 2020

Kerala Automobiles Ltd. (KAL), Trivandrum, India

- Training done for organizational works in each department

Education & Certifications

- **Human Resource Management**, Calibri Training & Development L.L.C., Dubai (KHDA attested)
- **MBA in HR & Finance**(Aug 2019-Aug 2021)- First Class
- **BBA in Marketing** (2016-2019)- Second Class
- **HSE** (2014-2016)- 79%
- **SSLC** (2012-2014)- 80%

Achievements

- National Service Scheme : Attended the 2 year programme in NSS from 2016-2018 (Completed 240 hrs of service)
- Attended International Seminar on "Reinventing Indian's Business" for 21st Century - Role of Business School
- Attended Kmat entrance exam and scored 148th rank

Projects

- A Study on Job Satisfaction Of Employees in Kairali TV, Trivandrum, India
- A Study On Work - Life Balance & Woking From Home During Covid-19 among Employees with Special reference to HLL Lifecare Ltd, Trivandrum, India

Declaration

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

ALEENA UDAYAN