**Curriculum Vitae **

Respected Sir/Madam,

I **Ms Veena**  , having completed my B. Com with my elective as marketing in 2015 from Jyoti Nivas College , Bangalore, would like to apply for an suitable position in your esteemed organisation.

For further information please find my complete CV –enclosed herewith , for your kind perusal .

Looking forward to hear from you soon.

**Career Objective:**

To seek a challenging career that will help me explore my inner potential and in turn contribute to the growth of the organisation.

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| **Work Experience :**  **Jan 2016 – June 2016** | Worked as Office administrator (under the Managing Director) at Icube , JLT , Dubai , UAE , since Jan 2016.  Job responsibilities   * Handle the administrative work, including liaison work related with the free-zone departments. * Assist in marketing support projects of the company. * Maintain the office upkeep utilities etc. * Meet and interact with clients/customers. |

**ACADEMICAL SUMMARY**

* Completed pre-university in Delhi Private School , Sharjah with my elective subject as marketing.
* Completed Bachelor of Commerce in Jyoti Nivas College , Bangalore.

In 11th and 12th standard.

* Contributed in **organising** and **participated** in the event ‘BULLS AND BEARS’ which was a hypothetical stock market event.
* **Volunteered** for Saathi, an organisation tending to autistic children.

**COLLEGE**

* Served as the **President of Commerce** for the year 2014-2015 where I headed 2750 students.

Some of my responsibilities and events headed were:

* **Commerce Week**
* which was a week long of commerce related events(such as finance , marketing , banking ,etc)
* **Arbitrium** which is the annual and biggest 2 day inter-collegiate national level fest held in our college. I covered the overall aspects of the fest and was responsible for the smooth functioning of the event. Some of my major responsibilities were:

Head of the sponsorship committee.

Planning and execution of the events.

Trophy and certificate designing,

Fund allocation, Boucher , banner and poster designing.

* **Mock-Stock** where in a virtual stock exchange environment was created , I organised the various equipments required by the Mock Stock Institute who was the host of the event.
* **Event head** of basketball for Sphygmus (the annual sports fest). My responsibilities were as follows:

Preparation of the leagues.

Making site arrangements such as canvas space , audio equipments and other basic necessities.

* **Event head** of personality for Scintillation our annual cultural fest , where I was responsible for:

Selection of judges.

Maintaining participant record.

Event preparation & organising .

* I was fortunate to be selected as the valedictorian at our batches graduation(2014-2015)representing the entire student body of commerce.
* I was also an active member of the e-cell participating in most of its activities in the 2nd year.
* I was also the head of the video making committee for the **International Conference** held in Jyoti Nivas which was based on budding entrepreneurs.
* During my first year I was **awarded with the most promising NRI student.**
* I had also represented my class as the elected **commerce representative** for the year 2012-2013.
* Participated and organised a number of inter-colligate fests during the three years of my graduation.

**PERSONAL SUMMARY:**

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| **Name:** | Veena |
| **Sex:** | Female |
| **Nationality:** | Indian |
| **Date of Birth:** | 22nd March 1994 |
| **Marital Status:** | Single |
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| **Languages Known:** | Read, Write & Speak: English  Read, Write & Speak: Hindi  Speak: Malayalam |
| Email | [**Veena.326612@2freemail.com**](mailto:Veena.326612@2freemail.com) |
| **Hobbies/interests** | Swimming , travelling, badminton, |

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

Yours Sincerely,

**[Veena )**