Respected Sir,

I am interested for the role of **Administration or Tour Operator** with your Organization.

With over 3 years experience as Assistant admin in a school and 4 months experience in Tour Operating Company.This role has given me a great amount of confidence .

I Feel that my skill set and product knowledge fit perfectly for the position , and I am available to interview at short notice.

Kind Regards

Veena Jayesh

**VEENA JAYESH**

Email : [veenajayesh.10@gmail.com](mailto:veenajayesh.10@gmail.com)

Contact : 9447493396, 9400184393

**Career Objective**

Seeking a position in tourism where I can develop my Skills and along with that could work for the profitability of the firm

**Key Skills**

* Good geographical Knowledge
* Interactive and talkative nature
* Honest and loyal towards work
* Good Communication Skills
* Can speak local languages

**Qualifications**

* Year Diploma in tourism and hospitality from Kitts in 2010
* B.A (ENGLISH, Language and Literature ) Graduate from kerala University in 2009
* Higher Secondary passed from Govt.G.H.S.S in Year 2006
* Higher School passed from S.V.V.P School in Year 2003

**Project Undertaken**

Historical place of Trivandrum State

Team Size : 2

Project Duration : 2 months

Listing the name of famous historical place of India. Collecting geographical and historical details of the place through various sources. Prepare a complete report of the project.

**Trainings**

* 4 month training from Vaccation India tour operating company in Trivandrum.
* To assist the guise in guiding the tourist.
* Observe and analyze the guide.
* Helping in organizing in tour and advertising.
* To help the passengers.

**Additional Qualifications**

* Knowledge in MS Office, VB, Oracle and Financial Accounting (Tally & Peach-tree)
* Attended CDS Examination
* Delegate in KTM 2010.
* Worked as Assistant admin in a Private School.
* Handle front office

**Personal Details**

Name : Veena Jayeh

DOB, Age : 21/02/1987,32

Marital : Married

Hobbies : Travelling, Singing, Dancing

Address : Krishnalayam,

Kumbhakad, Muttappalam P.O,

Thachodu, Varkala

Language Known : English, Malayalam, Hindi, Tamil, French (Basics)

and German (Basics)

**Declaration**

I hereby declared that all the evidence written here is true.

**VEENA JAYESH**

Thachodu