

# KEERTHANA VENU

**BCA Bachelor with experience in retail Billing**

D.O.B. : 12<sup>th</sup> October, 1996  
Nationality : Indian  
Mob: +971544589861  
Languages : English, Malayalam, Tamil (basic)

**Address:**  
Alia Building Muhaisnah – 4  
Al Qusais Industrial Area  
Dubai  
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## PROFILE

Keerthana Venu experienced in retail billing and have good experience in supervision and co-ordination of education and training. Good skill in basic first aid and CPR, Patient care as she has experienced with Health Care Assistant.

## OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately

## EDUCATION

<b>Asramam Training College, Vazhavara, Idukki</b>	<b>2024</b>
Health Care Assistant	
<b>Mar Elias College Kottappady</b>	<b>2017</b>
Bachelor of Computer Application	
<b>St. Stephen's Higher Secondary School Keerampara</b>	<b>2014</b>
Plus Two	
<b>Mar Basil Higher Secondary School Kothamangalam</b>	<b>2012</b>
SSLC	

## EXPERIENCE

**Anaswara Silk House, Cheruthoni, Idukki Billing  
Manager (01/02/2025 - 15/07/2025)**

Preparing and processing invoice for Textile sales, ensuring accuracy and completeness of billing data.

**Kripa Home Nursing Service Aluva, Ernakulam Health  
Care Assistant (01/02/2024 - 31/01/2025)**

Provided assistance to patients with activities of daily living such as bathing and dressing. Actively participated in team meetings, discussing patient cases and best practices. Administered medications orally or topically prescribed by physicians. Observed patients physical, mental and emotional conditions and reported any changes to superior or nurse on duty.

**Wings Academy, Cheruthoni Coordinator  
(01/02/2017 - 31/12/2022)**

Created and maintained accurate records of students entry, maintained calendar of upcoming classes and inform students. Provide leadership insight and mentoring to newly joined students about the classes and subjects.

## REFERENCE

Alan Arun Mechanic, Royal Swiss Auto Service, Dubai E-  
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Mob: +971547424742

## ADDITIONAL INFORMATION

IELTS - Listening - 6.5, Speaking - 6.0, Reading - 6.0, Writing 5.5, Overall - 6.