

# CURRICULUM VITAE



## VEERA GENEVIEVE MADTHA

### Mobile Number

971 583022564

### Location:

Burjuman, Dubai UAE

### Email ID

veeramadtha1999@gmail.com

### PERSONAL DATA:

D.O.B : December 7, 1999

Gender: Female

Nationality: Indian

Religion: Christian

Passport Number : Y9316027

Passport Valid till :11/05/2025

Visa Status : Visiting Visa

### EDUCATION:

#### Secondary education:

Sacred Heart College  
(2016-2017)

#### Bachelor of Commerce:

Sacred Heart College  
(2019-2020)

### LANGUAGES KNOWN:

English, Hindi, Kannada, Konkani  
And Tulu

### CAREER OBJECTIVE:

To apply for a position, which will allow me to utilize and expand my professional experience and to find a fulfilling carrier which makes a best use of my skills in the field of accounting service.

### WORK EXPERIENCE:

#### **Worked as an Associate cum Billing Executive at The Kasturba Medical College Mangalore (Feb 2025)**

- Greeting patients when they enter the hospital.
- Track and manage incoming payments credit and bank transfer
- Answer telephones & respond to queries of patients
- Help the patients fill net necessary forms and applications for this treatment
- Gather billing or insurance information on the patients.
- Provide patients and other departments of the hospital with necessary billing information.
- Managing of appointments, booking and cancellation.
- Responding emails and corresponding in a timely maner

#### **Worked as Room Service order taker at The Ocean Pearl Hotel Mangalore – India. (May 2022-Jan 2024)**

- Greet guests and take room service orders over the phone or person
- Ensure that the place of work and surrounding area is kept clean and organized at all times.
- Performed additional duties as requested by managers.
- Good knowledge of room service menus and on-going promotions in the other F&B outlet and all services, facilities offer by the hotel.
- Communicating with the kitchen regarding menu questions, the length of wait, recook orders and product availability.
- Coordinate with room service Waiter/ Waitress, Captains & Minibar Attendant.
- Deliver food and beverages as per order to guest rooms in a professional and timely manner.
- Ensure guests have all the necessary cutlery and condiment.

#### **Worked as an Accounting Assistant at St. Antony Church Allipade, Mangalore – India for 7 months. (Sep 2021- Apr 2022)**

- Type accurately, prepare and maintain accounting documents and records, and reconcile them in a timely manner.
- Prepare bank deposits, general ledger postings and statements.
- Daily enter key data of financial transactions in database.
- Provide assistance and support to organization personnel.
- Research, track and restore accounting or documentation problems and discrepancies.

### PROFESSIONAL SKILLS:

- Highly organized and detail oriented
- Effective interpersonal and communication skills
- Strategic planning, scheduling, Critical and Creative thinking abilities.
- Patience and Quick Learner
- Organisational and leadership skills
- Capacity for teamwork and multi- tasking.
- Time management and problem-solving.

### COMPUTER PROFICIENCY AND CERTIFICATION:

- Diploma in Computer Application (DCA) includes MS Office packages, Windows 7 &10, Outlook.
- Tally ERP 9 with GST Module and Certification on GST& Income Tax.
- Knowledge of Goods and Service Tax and Income Tax.
- Internship in Agricultural Credit Co-Operative Society at Kavalpadur for 5 days.
- Certification on Business Accounting Transaction Course.