

JIBIRA K



CONTACT

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PERSONAL DETAILS

Nationality : India
Gender : Female
Visa Status : Visit visa

SKILLS

Application and Operating Systems
Retail operations and Inventory
Management Customer Service and
Client Relationships Data Entry and
Administrative Support Billing and
Barcode verification Cashier and
TeliCaller Preparing Offer Flier
Tools :- Microsoft Office (Word ,
Excel, PowerPoint) Canva
Application

LANGUAGES

English
Hindi
Malayalam
Tamil

OBJECTIVE

Seeking a challenging experience where I can apply my skills and experience in a new role. To secure a meaningful position that aligns with my values and passions

EXPERIENCE

2022 - 2025	Assistant Supervisor Al Madina Store Supervise daily retail operations and team coordination. Manage billing, Inventory, Purchasing, Receiving, Barcode Checking, Cashier and TeliCaller .
2020 - 2022	Emergency Control Room Shanthibhavan Palliative Hospital Built Strong patients relationships and provided timely support . Managed appointment scheduling and patient communication.
2019 - 2020	TeleCaller (Collection agent) Roshan Management Service Acted as a liaison between clients, Creditors and internal team . Followed up on overdue accounts and maintained records.
2017 - 2019	Junior Software Tester Alvaro Techno Solution Conducted manual and automated functional testing. Prepared test cases and detailed reports using Selenium and WebDriver .

EDUCATION

2017	B.Tech in computer science and engineering JCT Collage of Engineering and Technology
2013	12th Grade, Printing Technology GVHS School
2011	10th Grade ,SSLC GVHS School

DECLARATION

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