

JIBIMOL U.B



Self motivated MBA Post Graduate.
Computer with excellence in JAVA, C,
MYSQL and Microsoft.effective team
player who enjoy performing all
assigned duties
independently.seeking a position to
give more knowledge and encourage
and achieve the maximum value to
the organization I represent

CONTACT

PHONE:
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Personal Details

Date of Birth : 03-05-1992

Nationality : Indian

Marital Status : Married

Passport Details

Passport Number : M0479156

Visa Status : Husband Visa

Date of issue : 26-03-2018

Date of expiry : 25-03-2021

HOBBIES

Reading

Travelling

music

EDUCATION

MBA FINANCE - Bharathiar University

2014 – 2018

B.COM WITH COMPUTER APPLICATION – MADRAS UNIVERSITY

2010 - 2013

WORK EXPERIENCE

Heart First Medical Centre - Office Administrator

2018 July–2019 August

Key responsibilities

- Update and maintain patient health record including admission and insurance data
- Inputting patient details
- Scanning and computerizing medical record
- Handling medical software and Ms office

Technology skills

OPERATING SYSTEM – WINDOWS XP,WINDOWS 10

COMPUTER LANGUAGE - JAVA,VISUAL BASICS, SQL,HTML,C,RDBMS

SOFTWARE KNOWN - MS OFFICE , TALLY

SKILLS

Natural leader	computer proficiency	
effectiveness	accounting competence	Financial
goal drives	excellence communication skills	Dedicated to

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LANGUAGE ABILITY

- ENGLISH – Read ,Write , Speak
- Hindi - Read , Write
- Malayalam - Read , Write , Speak

STRENGTHS

- Sincere
- Having positive attitude towards work
- Self-confident
- Hard working

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above –mentioned particulars.

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