

LIBI MARY PAUL

Reception Cum Admin / Software Tester

Dedicated and organised individual seeking challenging opportunities, where I can utilize my education & skill sets to achieve organizational goals and its success, thereby, enhancing my professional capabilities and knowledge.



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☎ 056-5838850

📍 Sharjah, United Arab Emrates

WORK EXPERIENCE

RECEPTION CUM ADMIN MAGNUM CLINIC, DSO

01/2021 - 09/2021

DUBAI

Achievements/Tasks

- Patient registration, serves patients by greeting and helping them, scheduling appointments and maintaining records.
- Welcoming patients and visitors in person or over telephone and answering inquiries.
- Maintain patients account by obtaining, recording and updating personal and financial information.

SOFTWARE TESTER SPECTRUM SOFTTECH SOLUTIONS

08/2016 - 04/2018

INDIA

Achievements/Tasks

- Review product design documentation and consult with product development to evaluate system interfaces, operational and performance requirements.
- Define test methods, create test plans and recommend design improvements or corrections to developers.
- Execute test plans and create test reports to describe program valuation, testing and correction.

EDUCATION

• BACHELOR OF TECHNOLOGY ADI SHANKARA INSTITUTE OF ENGINEERING & TECHNOLOGY

06/2012 - 06/2016

MG UNIVERSITY, INDIA

Courses

- ELECTRONICS & COMMUNICATION ENGINEERING

HIGH SCHOOL MGM HSS

05/2010 - 05/2012

INDIA

Courses

- BIOMATHS

SKILLS

Effective Communication

MS Office & Documentation

Active Learning & Logical Thinking

Multi-tasking

PROJECTS HANDLED

UNITE SOFTWARE (01/2021 - 09/2021)

FIRMS, FRANKSTRADE & STEPSKOCHI
(08/2016 - 04/2018)

LANGUAGES

ENGLISH

Full Professional Proficiency

MALAYALAM

Full Professional Proficiency

PERSONAL DETAILS

DOB: 04-03-1994

Nationality: Indian

Marital Status: Married

Visa Status: Spouse Visa