



## **GIFTY MARIYA JIBI / MS**

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### **Objective:**

To give my career a solid start by joining eminent and highly professional organization, which will help me to enhance my skills, potentials and to contribute its best towards the growth of the organization.

### **Personal Skills & Competences Profile:**

- Enthusiastic and energetic self-starter who is decisive under stressful conditions.
- Flexible to work in difficult situations and having capability to successfully manage multiple priorities and assignments.
- Experienced of working within a team-based culture involved compromise, commitment, planning, organization and time management.
- High Flexible and adaptable performer; adept at multi-tasking and thriving in a fast-paced environment while coordinating numerous time-sensitive projects.
- Ability to manage own time and prioritize workload.

### **Academic Projects and Seminars:**

#### **1. KAMS – Kudumbashree Activity Management System**

##### *Project Description*

- ☐ KAMS is a web application, which manage all the activities of a unit.
- ☐ Provides an interface between the admin and the approved members.
- ☐ Informing the new meeting and social service activities.
- ☐ Updating the meeting and social service histories.
- ☐ Keep track of weekly payment collection and loan details.
- ☐ Sending notification about the loan due amount.
- ☐ Selling and booking of products made by the unit.
- ☐ Gallery keeps units social service activities.
- ☐ Customer feedbacks and complaints.

#### **2. Towards Random Number Generation For Mobile And IOT Devices**

##### *Project Description*

- ☐ Used for generating random numbers.
- ☐ These random numbers is used as password for applications.
- ☐ A mixing algorithm to generate random numbers.
- ☐ Provide security.
- ☐ Choose alphabets, numbers, special symbols.

## **Work Experience :**

### **Al Urooj Businessmen Services April 2019 – April 2020**

Sales Executive cum Admin Assistant

- ☐ Creating invoices and sending out to customers following a sale.
- ☐ Order office supplies and research new deals and suppliers.
- ☐ Book travel arrangements.
- ☐ Answering incoming calls.
- ☐ Document Preparation for visa applications.

### **Logic Institute June 2017 – November 2018**

Customer service Executive cum Admin Assistant

- ☐ Supporting the management and making sure that customers are satisfied.
- ☐ Acted as a direct point of contact.
- ☐ Produce daily schedules for faculties and reports.
- ☐ Answering incoming calls.
- ☐ Updating database.
- ☐ Arranging Meetings.

## **Education :**

- Bachelor Of Technology In Computer Science –Mar Baselios Institute Of Technology AndScience(2013-2017)
- Higher Secondary Certificate- Sciences Darunnajath Hr. Sec. School.(2011-2013)
- Secondary School Certificate- Sciences Darunnajath Hr. Sec. School.(2011)

## **Qualifications:**

- Bachelors Of Technology in Computer Science And Engineering (B.Tech CSE) from Mar Baselios Institute of Technology And Science, Ernakulam - India. (Study Period 2013-2017).

## **IT Skills:**

- Knowledge in C, C++, Java, Php, HTML4.
- Microsoft Windows, MS Word, MS Excel, MS Power Point, Internet, E-mails.

## **Personal Information:**

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|------------------|---------------------------|
| ➤ Marital Status | Married                   |
| ➤ Nationality    | Indian                    |
| ➤ Languages      | English, Tamil, Malayalam |
| ➤ Visa Status    | Employment Visa           |

## **Extra Activities:**

- Writing, Surfing Internet, Travelling, Sports, Performing Arts, Saree Designing, etc.

## **Interested in :**

- PHP Programming, Data Entry, Office Assistant, Customer Service.

## **Affirmation:**

*I hereby declare that all the particulars stated above are true to the best of my knowledge.*