

BIBIL. P. JACOB

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Vytila, Ernakulam

🚀 Skills

1. analysing statistics. 2. detecting issues and investigating ways to resolve them. 3. assessing the pros and cons of possible strategies. 4. compiling and presenting information orally, visually and in writing. 5. developing and implementing new procedures or training.

🎯 Objective


I am an experienced consultant seeking employment with a fast-growing company.

📁 Experience

- **I and learn education center** March 2021 - -
HR/Administrator
Joined as a Administrator and staff recruitment.. following up the clients that uses our I and learn education app. I'm still working with this company
- **Greatbell consultancy** 2020 - 2021
Job Consultant
I was working with greatbell consultancy as a consultant provide expert opinions, analysis, and recommendations to organizations or individuals, based on their own expertise. conducting research, surveys and interviews to gain understanding of the buisness. I was responsible advising clients on best and most suitable jobs.
- **Janatha hardware** 2018 - 2020
Billing and sales manager
- **Welcare hospital** 2010 - 2018
Receptionist/Medical records Dpt
I was working as receptionist at the front desk of a medical office providing assistance to patients and visitors. I was responsible for maintaining the organization of a medical office, and ensuring that the medical environment is welcoming, calm, and quiet for patients and their families.
- **Relaince, Aircel** 2008 - 2010
Telecalling
 - Answering phones and explaining the products and the services offered by the company
 - Obtaining customer details and relevant data.
 - Contacting existing customers as well as prospective customers using scripts
- **Creation graphics** 2010 -
Receptionist/graphic designer

🎓 Education

- **M G University**
B A Economics



Govt.girls High School	<i>2007</i>
Higer secondary Completed	
Govt. Girls High school	<i>2005</i>
S. S. L. C Completed	
G tech	<i>2020</i>
M. S office Fundamentals Completed	