

TABELINA T

✉ : - TABELINA T  
KURISINGAL HOUSE  
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### **CAREER OBJECTIVE**

To seek a growth in a good organization and establish a mutually beneficial relationship with the organization, that shall help me prove and gain knowledge and skills.

### **WORK EXPERIENCE**

- **Insurance Coordinator, Receptionist - Front Desk**  
(2012 - 2016)  
**Metro Scans & Laboratory, Trivandrum**  
Responsibilities & Duties: Receptionist & Insurance coordinator
- **Insurance Coordinator, Receptionist - Front Desk**  
(October 2016 - August 2017)  
**Medivision Scan & Research Centre, Ernakulam**  
Responsibilities & Duties: Receptionist & Insurance coordinator
- **Corporate Business Executive, Operations**  
(March 2020 – Till now)  
**DDRC SRL, Panampilly Nagar**  
Responsibilities & Duties: Corporate Business Handling & Coding & Insurancecoordinator

### **STRENGTH**

5 Years of Experience in Front Desk- Receptionist & Customer service.

3 Years of Experience in handling corporate business operations and branch co-ordination.

### **EDUCATIONAL QUALIFICATIONS**

- ❖ BBA (Computer Application) (2011)  
(Annamalai University)
- ❖ Plus Two (2008)  
(Govt BHS Pettah, Trivandrum)
- ❖ Secondary School Leaving Certificate (2006)  
(St. Mary's HSS Pattom, Trivandrum)

**TECHNICAL QUALIFICATION**

❖ MS Office, MS Excel.

**PERSONAL DETAILS**

Date of Birth	:	13 – 08 – 1990
Husband's Name	:	Shibin Mathew
Gender	:	Female
Religion	:	Christian
Languages Known	:	English, Malayalam.

**DECLARATION**

*I do here by state that all the information providing above is true to the best of my knowledge.*

Place: *ERNAKULAM*

Date:

*(Tabelina T)*