

Geethu Gilbert

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- **Medivision scan and diagnostic center. MG road, Ernakulam** 14/10/2020 - 24/12/2022
Branch Supervisor
Managed and coordinated front office service and staff duties. Managed billing, call attending and covid 19 data entry works.
- **KFC restaurant - a part of Yum restaurants intl.** 21/10/2011 - 14/02/2013
Front office executive
Counter sales, customer handling, Buddy trainer for new joiners.

Education

- **Keltron computdata, Kaloor** 2013
Medical transcription
- **Govt. Vocational higher secondary school, Narakkal** 2011
Higher secondary in Science stream with Hindi as second language.
- **Little Flower high school, Narakkal** 2009
SSLC

Achievements & Awards

- Got promotion from receptionist to supervisor in Medivision

Languages

- English
- Malayalam
- Hindi

Personal Details

- Date of Birth : 02/12/1993
- Marital Status : Married
- Nationality : Indian

Declaration

- I hereby declare that the above mentioned information is true to the best of my knowledge and belief.