## Puliyanickal (H)

## Koothattukulam P.O

## Koothattukulam

## Ernakulam (dist.)

## PIN: 686662

## Ph:09744284754

## Email: ashnaroy1510@gmail.com

**CURRICULUM VITAE**



Ashna Roy

**OBJECTIVE**

An independent, enthusiastic and highly motivated with good theoretical and practical knowledge over Medical documentation, seeking an opportunity to work in an esteemed medical institution where I can put my experience, education and skills as a Medical Records Officer to the best interest of your esteemed institution.

**PROFESSIONAL QUALIFICATION**

Master of applied science in medical documentation 2015-2017 Result awaited from School of Medical Education, Mahatma Gandhi University, Gandhi Nagar, Kottayam.

**PROFESSIONAL SKILLS**

* Trained in ICD-10, ICD-O and ICPM
* Able to work in EMR
* Knowledge in Medical Terminology, anatomy and Physiology.
* Experienced in assembling
* Fling and indexing of Medical Records
* Word processing.

**PERSONAL SKILLS**

* Excellent Communication skills
* Fast learning
* Hard working
* Leadership skills
* Good motivator
* Self confidence
* Adaptable to challenging situations

**ACADEMIC PROJECT**

Study on **MANUAL MEDICAL RECORDS V/S ELECTRONIC MEDICAL RECORDS** in **PVS HOSPITAL KALOOR**.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Examination** | **Board/ University** | **Name of institution** | **Reg.No** | **Month and Year of passing** | **Percentage of Marks** |
| M.App.ScMedical Documentation | MG University, Kottayam | School of Medical Education, Kottayam | 30711 | 2017 | Result awaited |
| B.Sc Zoology | MG University, Kottayam | St. Stephens college, Uzhavoor | 12152661 | 2015, March | 69 |
| Plus Two (Science) | Board of Higher secondary education, Kerala | Govt. model higher secondary school, Palakuzha | 8139463 | 2012, March | 65 |
| SSLC | Board of Public Examinations, Kerala | Govt. model H.S Palakuzha | 396069 | 2010, March | 70 |

**PERSONAL PROFILE**

Name : Ashna Roy

Age :23

DOB : 15th  October 1994

Gender : Female

Nationaliy :Indian

Mother Tongue : Malayalam

Marrital Status : Unmarried

Permanent Address : Puliyanickal (H)

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Pin :686662

Mob : 09744284754

Email : [ashnaroy1510@gmail.com](mailto:ashnaroy1510@gmail.com)

Communication Address : Puliyanickal(H)

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Pin :686662

Mob : 09744284754

Email : [ashnaroy1510@gmail.com](mailto:ashnaroy1510@gmail.com)

Father Name : Roy

Mother Name : Laisa

**LANGUAGES KNOWN**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Read | Write | Speak |
| Malayalam |  |  |  |
| English |  |  |  |
| Hindi |  |  |  |

**COMPUTER SKILLS**

# MS Office

**INTERESTS**

* Travelling
* Watching Film

**ACTIVITIES**

## Active member in NSS during College level

**PROFESSIONAL EXPERIENCE**

* Attended a national conference of HIM- INDIA Info at KIMS, Secunderabad conducted by HIMA- INDIA on December 3&4 in 2015
* Undergone 10 days observation at General hospital, Kottayam during the period of 10/02/2016 to 22/12/2016
* Undergone 20 days posting at MOSC Medical College Hospital, Kolenchery during the period from 20/09/2016 to07 /11/2016
* Attended a conference of MEDRICON at GKNM Hospital, Coimbatore during February 3&4 2017
* Undergone 1 Month posting on RCC, Trivandrum and General Hospital, Trivandrum during the period of 01/03/2017 to 31/03/2017

**REFERENCE**

## Mrs. Suma V. Madhavan

Head of the Department

School of Medical Education

Mahatma Gandhi University

Gandhi Nagar

Kottayam-08

Kerala

Mobile- 9447414208

**DECLARATION**

## I hereby declare that, all above mentioned information’s are relevant, true and complete of my knowledge and belief.

## Date: 05/10/2017 Sincerely,

## Place: Koothattukulam Ashna Roy