

Curriculum Vitae

KAVINTE THEKKATHIL
S.R.P(M)P.O, THAZHAVA
KARUNAGAPPALLY,KOLLAM
KERALA,INDIA
PIN-690523

Mobile. 0530913421

Home - +914762086766

Email Id : Pattazhi007@gmail.com



ANILKUTTAN PILLAI

Career Objective :

- ✓ To join a reputed firm, which is rapidly expanding and offers good advancement potential, which gives opportunity for professional and personnel growth by utilizing & enhancing the knowledge & skill, during the professional career, for mutual benefits.

Job : Profile

Worked as a Professional Cameraman & Graphic Designer with
STAR MEDIA ,New Delhi, India from 2003 to 2008

Working now with **KING ABDULAZIZ MEDICAL CITY,RIYADH** as
A Runner in patient services Department since November 3,2008

SKILLS & STRENGTHS

- Expert in Medical Terms and familiar in QCPR for chart request and medical report printings.
- Expert in MS Office (Computer Skills)
- Best Care Experience
- Excellent in English communication skills

WORK EXPERIENCE- KINGDOM OF SAUDI ARABIA 9 years

- ABDULAZIZ MEDICAL CITY (MINISTRY OF NATIONAL GUARD, RIYADH, SAUDI ARABIA SINCE NOV 2008).
 - To provide data entry and other clerical works.
 - To prepare confidential medical charts of patients and arrange the appointments.
 - Full knowledge in TRA, Time sheets (Overtime), Office Supply requests, ISD Requests, SPR and important Official Memos.
 - To prepare documents and reminder for meetings to the Superiors.
 - Prepare & monitor staff monthly attendance,
 - Taken training in Medical Records for new filing of medical charts for our Registration.

COMPUTER SKILL & SOFTWARE KNOWLEDGE,

- ✓ Adobe Photoshop Version CS2 & CS3
- ✓ Outlook Express & E-Mail
- ✓ Expert in MS Office (Windows, Word, Excel & Power Point and Desktop Publishing.
- ✓ Expert in Internet & emails.

Academic Qualifications :

- ✓ Matriculation from *Kerala Board* in 1996.

Personal Profile :

Father's Name : Shri. Narayanan Pillai
Date of Birth : 20/05/1979
Marital Status : Married
Languages : English ,Hindi ,Malayalam
Passport No. & Date : SO815256
Place & Expiry of Passport : Riyadh ,Issue - 19/11/2017
Expiry - 18/11/2027
Place of nearest Airport : Trivandrum

I hereby declare that the details are given by me are true & best of My knowledge .

Date

Place : Riyadh

(Anilkuttan Pillai)

S.No. : ICT/C/09/101.....

Date : 06/09/07.....



ICT

Computer Education



Institute of Computer Technology

CESSJEEGE OF MESS

This Certificate is awarded to Mr. Anil Kullan. N. S/o Shri Narayannan

of 13/04/07 to 12/08/07 for Ms-Office (4 Month)

GRADING

- | | | |
|--|-----------|---------------|
| <input checked="" type="checkbox"/> A. | VERY GOOD | 80% & ABOVE |
| <input type="checkbox"/> B. | GOOD | 60% to 79% |
| <input type="checkbox"/> C. | FAIR | 45% to 59% |
| <input type="checkbox"/> D. | AVERAGE | Less than 45% |

M.D

M.D



H.O. : MAYUR VIHAR PHASE-III, DELHI - 110096



SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION

Name of Candidate: **A. N. M. U. H. T. T. AN. P. K. L. L. A. L.**
 (Block Capitals)
 Register Number: **348925** Month & Year: **MARCH 1954**

Subject	Maximum	Marks at the Public Examination		Minimum for a pass	Group	State Average
		For the Paper	Subject Total			
Group A - Languages: HINDI LANGUAGE Part I. (100 Marks)	50	26	26	20		
Part II. (20 Marks)	50	20	46	20		
Group B - Languages: SECOND LANGUAGE English Paper I	50	9	9	20		
Paper II	50	11	20	20		
Group C - Languages: THIRD LANGUAGE Hindi	50	24	24	10		
Group D - Subjects: SOCIAL SCIENCES Part I - History & the Cultural Heritage of India	50	22	22	20		
Part II - Geography Political Science & Economics	50	17	39	20		
SCIENCE Part I - Physics	50	22	22	20		
Part II - Chemistry	50	12	12	30		
Part III - Biology & Health Science	50	22	61	30		
MATHEMATICS Paper I	50	10	10	30		
Paper II	50	11	21	30		
Total	900		211			

(Marks: 400 and above First Class with Distinction; 300 to 400 First Class; 200 to 300 Second Class; 100 to 200 Third Class)

Eligible for admission in Universities in Kerala subject to University Conditions

കേരള സർക്കാർ

(Handwritten signature)

Secretary, Board of Public Examinations, Kerala State



SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION

Name of Candidate: **A. N. M. U. H. T. T. AN. P. K. L. L. A. L.**
 (Block Capitals)
 Register Number: **348925** Month & Year: **MARCH 1954**

Subject	Maximum	Marks at the Public Examination		Minimum for a pass	Group	State Average
		For the Paper	Subject Total			
Group A - Languages: HINDI LANGUAGE Part I. (100 Marks)	90	26	26	20		
Part II. (20 Marks)	50	20	46	20		
Group B - Languages: SECOND LANGUAGE English Paper I	50	9	9	20		
Paper II	50	11	20	20		
Group C - Languages: THIRD LANGUAGE Hindi	50	24	24	10		
Group D - Subjects: SOCIAL SCIENCES Part I - History & the Cultural Heritage of India	50	22	22	20		
Part II - Geography Political Science & Economics	50	17	39	20		
SCIENCE Part I - Physics	50	22	22	20		
Part II - Chemistry	50	12	12	30		
Part III - Biology & Health Science	50	22	61	30		
MATHEMATICS Paper I	50	10	10	30		
Paper II	50	11	21	30		
Total	900		211			

(Marks: 400 and above First Class with Distinction; 300 to 400 First Class; 200 to 300 Second Class; 100 to 200 Third Class)

Eligible for admission in Universities in Kerala subject to University Conditions

കേരള സർക്കാർ

(Handwritten signature)

Secretary, Board of Public Examinations, Kerala State



SCHOOL RECORD FOR STANDARD VIII

Name of School: Govt. High School, Thodiyoor
 Name of Candidate: Arunkuttan Pillai N.
 Admission Number: 5254 Medium of instruction: Malayalam
 Year (s) of study: 1953-54 Year of promotion: 1954

Subjects	Maximum marks	Marks awarded	Class average
1. First Language Part I (.....) (.....) Part II (.....) (.....)	50 50	34 21	32 30
2. English Paper I Paper II	50 50	19 18	16 18
3. Hindi	50	18	18
4. Social Sciences	50	31	25
5. Basic Sciences	50	21	21
6. Basic Mathematics	50	23	14
Total	400	185	

Number of working days: 7/8 No. & date of order condoning shortage of attendance, if any
 Number of days present: 2/2
 Percentage of attendance: 97 NIL

Signature of Head of School: [Signature]
 Name and Signature of class teacher: [Signature]
 Signature of Head of School: [Signature]



SCHOOL RECORD FOR STANDARD IX

Name of School: Govt. High School, Thodiyoor
 Name of Candidate: Arunkuttan Pillai N.
 Admission Number: 5254 Medium of instruction: Malayalam
 Year (s) of study: 1954-55 Year of promotion: 1955

Subjects	Maximum marks	Marks awarded	Class average
1. First Language Part I (.....) (.....) Part II (.....) (.....)	50 50	20 29	30 32
2. English Paper I Paper II	50 50	15 17	15 16
3. Hindi	50	18	17
4. History	50	14	17
5. Geography, Political Science & Economics	50	14	22
6. Physics	50	20	20
7. Chemistry	50	19	20
8. Biology & Health Science	50	20	18
9. Mathematics Paper I Paper II	50 50	10 14	20 16
Total	600	210	

10. Pre-Vocational Subject: Grade:
 (A. 75% and above, B. 50% and above, C. Less than 50%)
 Number of working days: 2/2 No. & date of order condoning shortage of attendance, if any
 Number of days present: 2/0
 Percentage of attendance: 99 NIL

Signature of Head of School: [Signature]
 Name and Signature of class teacher: [Signature]
 Signature of Head of School: [Signature]



Govt. H. S. Thodiyoor
 Karnataka

POSTMAN'S OFFICE

POSTMAN'S OFFICE

POSTMAN'S OFFICE

NARAYANAN

POSTMAN'S OFFICE

RAJANNA

POSTMAN'S OFFICE

POSTMAN'S OFFICE

A-1083 GO COLONY,

MAYUR VIHAR PHASE-III,

DELHI-110096.

POSTMAN'S OFFICE

66948181

30/01/2008

DELHI

POSTMAN'S OFFICE

SAUR38747017

OLD PPT CLD AND RETURNED



55124
انيلكوتان نارايانان
خدمات المرضى
مراسل
ANILKUTTAN NARAYANAN
PATIENT SVCS
RUNNER