CURRICULAM VITAE

RAJALEKSHMI.P

Email: rajijoshy145@gmail.com

Mobile: 7416451279

**OBJECTIVE**

Seeking a challenging carrier in an organization where I can effectively apply my skills, knowledge and experiences which provides ample opportunity for growth and improvement.

**PERSONAL DETAILS**

Name : Rajalekshmi

Surname : Punnasseri

Father’s Name : Rajan Punnasseri

Date Of Birth : 29/05/1974

Sex : Female

Permanent Address : Chalancheri House

 Thevara colony

 Cochin-13. Ernakulam Dist.

 Kerala, India

Present Address : D.No. 22-1-56/2

 Kotha Agraharam Street

 Visakhapatnam-1

Marital Status : Married.

Religion : Hindu

Nationality : Indian

Educational Qualification : B.A. Economics

Technical Qualification : Computer knowledge, Trained in Medical

 Transcription field.

Languages Known : English, Hindi, Telugu, Malayalam, Tamil

**STRENGTH**

Execute all entrusted task with precision and honestly and ever willing to shoulder responsibility. Ability to work under pressure.

**EXPERIENCE**

Worked as a Medical transcriptionist in the period of 2005 July to 2007 March In Quality Data Mills, Visakhapatnam.

Worked as Proof Reader in the period of 2007 March to 2014 October in Medwrite IT Solutions, Visakhapatnam.

Worked as an Executive Healthcare Documentation in the period of November 2014 to 2016 July in Imedx Information Services, Visakhapatnam.

Started working as an Executive Healthcare Documentation (HBT) since 2016 July to present in Imedx Information Services, Kolkota.

**DECLARATION**

I here by declare that the particulars mentioned above are true and correct to the best of my knowledge and belief.

 Rajalekshmi Punnasseri