**CURRICULUM VITAE**

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| **AMALU ASHOK**  ASHOKALAYAM (H)  MOOTHEDATHU KAVU  T.V. PURAM P.O, VAIKOM  KOTTAYAM – 686606  Mob: 8289881149,8593082240 Email: amaluashok2581995@gmail.com |  |

**CARRIER OBJECTIVE**

To build a carrier in Health Information Management with a reputed organization where I can exercise my skills and abilities and achieve professional growth while being resourceful, innovative and flexible.

**SKILL SUMMARY**

* Medical Record Management
* Open and Closed review for JCIA
* Open and Closed review for NABH
* Able to work in EMR and manual systems
* Trained in ICD-10,ICD-O and ICPM
* Quantitative analysis of documentation
* Preparation of Hospital statistics
* Practical knowledge
* Sorting & filing of medical records
* Assembling
* Review of consents
* Word processing
* Computer knowledge in windows

**PROFESSIONAL QUALIFICATION**

MSC in Medical Documentation from Mahatma Gandhi University Kerala

**PROJECT WORK**

Project work titled **`` An analytical study of Medical record Documentation Standards and performance in EMR for improving the quality of care in Aster Medcity kochi ``**

**PERSONAL SKILLS**

* Ability to rapidly build relationship and setup trust
* Good communication skills
* Time management
* Confident and determined
* Ability to cop up with different situations
* Hardworking
* Self confidence

**ACADEMIC CREDENTIALS**

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| **SI No.** | **Name of Course** | **Year** | **Name of Institution** | **Name of University/Board** |
| 1 | MSC Medical Documentation | 2016-2018 | Centre for Professional & Advanced Studies  Kottayam  (School of Medical Education, Gandhinagar.) | M.G. University  (Centre for Professional & Advanced Studies)  Kottayam |
| 2 | BSC Physics | 2013-2016 | St. Xavier’s College, Vaikom | M.G.University |
| 3 | PLUS TWO  (Science) | 2011-2013 | St. Little Theresa’s Girls Higher Secondary School, Vaikom | HIGHER SECONDARY BOARD |
| 4 | SSLC | 2010-2011 | ,, | Kerala Board of Public Exam. |

**ACHIEVEMENTS**

* **Got B2 grade on Aptis exam (Forward thinking English Testing ) conducted by British Council**
* **Certificate course in C programming from G-TEC Computer Education with A grade**
* **Certification in Banking & Finance conducted by IQAC**
* **Participated in Madhava Mathematics Competition held on jan 5,2014 organized by Homi Bhabha Centre for Science Education ,TIFR,Mumbai**
* **Participated in National Seminar in Vibrational Spectroscopy at St.Xaviers College ,Vaikom during 2016 sponsored by UGC**

**PERSONAL PROFILE**

Name : Amalu Ashok

Age : 23

Date of birth : 25.08.1995

Gender : Female

Nationality : Indian

Mother tongue : Malayalam

Marital status : Single

Religion & caste : Hindu, Ezhava

Language Known : Malayalam, English, Hindi & Tamil

Name of guardian : Ashok Kumar E.G

Permanent address : Ashokalayam (H)

Moothedathukavu

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Pin : 686606

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Communication address : Ashokalayam (H)

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Pin : 686606

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Email id : [amaluashok2581995@gmail.com](mailto:amaluashok2581995@gmail.com)

**ACTIVITIES**

Actively participated in NSS during college level

**PROFESSIONAL EXPERIENCE**

* Had undergone 2 month internship at Aster medcity Hospital kochi during the period 29/8/2018 to 29/10/2018
* Ten days experience in the same field as a trainee in Regional Cancer Centre, Thiruvananthapuram.
* Ten days experience in W & C Hospital, Thycaud, Thiruvananthapuram
* Ten days experience in General Hospital, Thiruvananthapuram
* Undergone Twenty days internship of departmental study in Thiruvalla Medical Mission Hospital, Thiruvalla
* Ten days experience in Carithas Hospital, Kottayam.

**EXPOSURE IN MEDICAL DOCUMENTATION FIELD:**

* Participated in National Medical Records Conference named “Medrecon 2017” on 4th & 5th February 2017 at G. Kuppuswamy Naidu Memorial Hospital, Coimbatore.

**AREAS OF INTEREST:**

* EMR
* Medical coding
* Constructing Medical Records Department

**REFERENCE**

Suma V Madhavan

Head of the Department of the Medical Documentation

School of Medical Education,

Gandhinagar

Kottayam, Kerala.

Pin: 686008

Ph: 09447414208

**DECLARATION**

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

Place: Kottayam AMALU ASHOK

Date: