



## CURRICULUM VITAE

*Sumesh pareyath sukumaran*

QUALIFICATION	Msc in medical documentation (Health Information Management)
Phone	919562452487
e-mail id	<i>Sumesh147@yahoo.com</i>
Professional Experience	9Years

### Professional Experience

**Organization** : *Gulf medical college hospital Ajman UAE( JCI ACCREDITED HOSPITAL)  
Thumbay hospital*  
**Position** : *Medical record technician (open and closed auditing medical records)*  
**Span** : *April 26 2014 -Till date*

**Organization** : *Apollo Hospital Secundrabad Andrapradesh India*  
**Position** : *Medical record executive (incharge)*  
**Span** : *June 1 2011 -August25 2012*

**Organization** : SH MEDICAL CENTER KOTTAYAM KERALA INDIA  
**Position** : **Medical record technician(incharge)**  
**Span** : **SEPTEMBER15 2009 -MAY2 2011**

**Organization** : **Amritha institute of medical science Eranakulam kerala india**  
**Position** : **Medical record technician** **Span** : **June 13 2007 -April2 5 2009**

#### Duties and Responsibilities Handling Now

- ❖ Medical record qualitative and quantitative analysis medical record open and closed auditing
- ❖ Preparing hospital statics
- ❖ Deal with the Operational Issues.
- ❖ Organize medical record committee meetings
- ❖ Sending birth and death report to ministry of health
- ❖ Every day sending deficiency files to medical director
- ❖ Giving orientation about medical records practicing to doctors ,nurses, pharmacists etc

#### Strengths

- ❖ Good Team Player.
- ❖ Excellent communication skills.
- ❖ Quick planning & organizing capability.

#### Personal Profile

Date of Birth / Age	29-12-1980
Gender	Male
Marital status	Married
Nationality	Indian
Passport Number	J 4736146
Languages	English, Hindi, Malayalam,

#### Educational Qualifications

Course	Board/ University
Msc in medical documentation	School of medical education M G university kerala india
Bsc zoology	M G university Kerala india

Pre degree	M G university Kerala india
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Additional Qualifications

Operating Systems	Windows 8,7
Fly through	MS office Word, Excel, Power Point & Data Base

Reference

Suma.V.Madhavan  
Head of the Department  
School of Medical Education  
Kottayam, Kerala.

Declaration

I hereby declare that the above information are true and correct to the best of my knowledge

Place: Ajman  
Date : 1-3-2016  
Sumesh p s



