**ASHA VISESH** 73/2388, Karuveliparambil House,

S.R.M.Road JN., Pachalam P.O.,

Kochi-682 012.

25th October, 2019

The HR Manager,

Medical Trust Hospital,

M.G Road, Pallimukku

Kochi-682 016

Dear Sir,

As I have worked in a health care institute for about three and a half years, due to some personal matters I was resigned my job. Now I am able to work and I have a good experience to handle the patients and bystanders and also as a medical transcriptionist, I can also understand patient’s medical conditions easily. For the above reasons self has put forth this application for any suitable post. To meet the requirement of suitable post, hereby attach my resume for your kind perusal. If you are giving me an opportunity to serve your esteemed hospital, I shall serve the patients and bystanders in a service oriented manner.

Expecting your favourable orders.

Yours faithfully,

(Asha Visesh)

**RESUME**

NAME : ASHA VISESH.

DATE OF BIRTH : 24-4-1967.

ADDRESS : 73/2388, KARUVELIPARAMBIL,

S.R.M.ROAD JUNCTION, PACHALAM P.O., KOCHI - 682 012. MOBILE: 9249415291.

SEX : FEMALE.

QUALIFICATIONS : B.A. HISTORY, D.COM,

MEDICAL TRANSCRIPTION

### COMPUTER KNOWLEDGE : PROFICIENCY IN COMPUTER

APPLICATION

LANGUAGES KNOWN : MALAYALAM, & ENGLISH

EXPERIENCE : MEDICAL TRANSCRIPTIONIST

(KGISL, COIMBATORE),

SECRETARY, AMRITA INSTITUTE OF MEDICAL SCIENCES, PONEKKARA, KOCHI-682041

MARTIAL STATUS : MARRIED.

DATE: 25th OCTOBER, 2019

KOCHI - 682 012.