

RESUME

NIVEDHA HELEN AKKATHEKKETHIL
HOUSEMARUTHUMPETTA, PUTHUVAL
K.CHAPPATH (PO)
IDUKKI (DIST), KERALA,
INDIA Pin: 685505

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SUMMARY:

2 years of experience as a Medical Transcriptionist in M-Squared Software and Services Kochi.

SKILLS:

Medical Terminology, Document processing, Transcribing.
#Reports of Orthopedic, OB/GYN, Ophthalmology, Cardiac, Oncology, Family practice etc.

DESCRIPTION:

#Making sure dictation is typed in a timely manner.
#Available on call when the physician needs.
#Making sure history and physicals are dictated and typed and sent.
#Review transcription for errors and blanks.
#Available for filling in for absent employees in other areas of the department.
#Performing other duties that supervisor may deem necessary to help the medical records department to run efficiently for the hospital personnel.

ACADEMIC QUALIFICATION:

SSLC (Under – Board Public Examination Kerala 2010)
PLUS TWO (Under Higher Secondary Examination 2012)
DIPLOMA IN CSSD in Medical Trust Hospital (BharatSevak Samaj 2012-2014)
DIPLOMA IN MEDICAL TRANSCRIPTION (M-Squared Training Centre 2017)

PERSONAL DETAILS:

Name: NIVEDHA HELEN
Date of Birth: 14/11/1993
Gender: Female.
Marital Status: Married.
Religion: Christian.
Cast: CSI.
Blood Group: O positive.
Languages Known: Malayalam, English, Tamil, Hindi.
Languages Speak: Malayalam, English, Tamil, Hindi.

PERSONAL TRAITS:

Good communication skills.
Likes taking up responsibilities.
Strong belief in team work and committed workmanship.
Quick learner.

PROFESSIONAL INTERESTS AND ACTIVITIES:

Aspiring to continue further education.
Learning and widen the horizon of knowledge

DECLARATION:

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

1/01/2022
IDUKKI

NIVEDHA HELEN