



*SRUTHYLAYAM
THODANKULANGARA
AVALOOKUNNU
ALAPPUZHA,
KERALA - 688006
Mobile: +91-7025077891
Email:sruthymol6898@gmail.com*

SRUTHIMOL S.R

OBJECTIVE

Highly motivated M.Sc Medical Documentation Graduate seeking an opportunity in Medical Records Department to exploit my skills, knowledge and effort to aid the advancement of the organization and make positive contributions to the success of the organization.

PERSONAL SKILLS

- Problem solving skills
- Self Management skills
- Learning / adaptability skills
- Good Team Player
- Good co-ordination skill
- Computer skills
- Open mindedness
- Leadership
- Excellent communication skills

TECHNICAL SKILLS

- MS Word
- MS Excel
- MS Power point
- Internet

EDUCATIONAL QUALIFICATION

Name Of Examination	Board/University	Name Of Institution	Month & Year Of Passing	Register No.
M.Sc. Medical Documentation	Mahatma Gandhi University, Kottayam, Kerala	School Of Medical Education, Kottayam, Kerala	Undergoing course (last semester)	1912223
Diploma in Computer Application DCA (S)	Kerala University	LBS Centre for Science & Technology, Alappuzha	September 2021	D32008201
B.Sc. Botany	Kerala University	S.D.College Alappuzha	April 2019	24516125027
Plus Two	Board Of HSE,Kerala	T.D.H.S.S. Alappuzha	March,2016	3100774
S.S.L.C	Department of General Education, Govt. of Kerala	S.D.V.G.H.S.S. Alappuzha	March, 2014	457737

PROFESSIONAL TRAINING ACTIVITIES

- ✓ Ten days of Training from 20-01-2020 to 30-01-2020 at **HOLY GHOST MISSION HOSPITAL**, Muttuchira, Kottayam, Kerala.
- ✓ Twenty days of training form 11-01-2021 to 03-02-2021 at **LOURDES HOSPITAL**, Kochi, Kerala.
- ✓ 30 days of training from 15-11-2021 to 14-12-2021 at **AMALA INSTITUTE OF MEDICAL SCIENCES**, Thrissur, Kerala.
- ✓ Attended MEDRECON – 2020 organized by Health Informatics & Health Information Management, Kerala State.

PERSONAL PROFILE

- Name : SRUTHIMOL S.R
- Age : 23
- Date of Birth : 06th August 1998
- Gender : Female
- Blood Group : A+
- Nationality : Indian
- Mother Tongue : Malayalam
- Marital Status : Unmarried
- Religion : Hindu
- Name of Father : Santhoshkumar K
- Name of Mother : Rajani K
- Permanent Address : Sruthylayam
Thondankulangara
Avalookunnu P.O.
Alappuzha
Kerala- 688006

Languages known:

Language	Read	Write	speak
English	✓	✓	✓
Malayalam	✓	✓	✓
Hindi	✓	✓	

Hobbies : Drawing, Dancing & Listening Music

Interests : Travelling

REFERENCE

1. SUMA VMADHAVAN

Head of the Department

*Department of Medical Documentation School of
Medical Education Gandhinagar, Kottayam
Kerala - 686008*

Ph: +91 7736324420

DECLARATION

I, hereby declare that all the information furnished above is true and complete to the best of my knowledge and belief.

Date:

Place: Alappuzha

SRUTHIMOL S.R