



ASWATHY RAJ

+91 9947834139

+91 9495734031

aswathyraj626@gmail.com

PERMANENT ADDRESS

Mattathikunnel House
Vayala P O
Kottayam
PIN 686587

PERSONAL INFO

Date of Birth : 20-06-1997
Gender : Female
Name of Father : Rajan
Marital Status : Single
Religion : Hindu (Ganaka)
Languages Known : English, Malayalam

PROFILE SUMMARY

- Strong work ethics capable of hardworking multicultural environment. Optimistic approach towards a task and flexible to time.
Having an attitude to understand.

PERSONAL QUALITIES

- Highly motivated and eager to learn new things.
- Strong motivational and leadership skills.
- Excellent communication skills in written and verbal.

CAREER OBJECTIVE

To choose a career in Medical Records Technology and to develop myself in the field.

WORK EXPERIENCE

Medical Records Trainee at Lourdes Hospital Emakulam
(20.10.2021 – 20.04.2022)

ACADEMICS

- Diploma in Medical Records Technology from Lourdes College of Paramedical Science – CMAI (2019-2021)
- Graduated From Kuriakose Elias College Mannanam(2015-2018)
- Passed higher secondary from Govt.VHSS Vayala(2013-2015)
- Passed high school from Govt.VHSS Vayala(2013)

FAMILIARIZE IN

- Discharge files assembling and deficiency
- Checking
- Coding (ICD - 10, ICD-9)
- Filing
- Release of Information
- Birth and Death online Registration
- Scanning of inactive files
- Statistics preparation
- Auditing
- Communicable Disease Reporting
- Chart Retrieval

REFERENCES

Mrs. Reny Abraham
Medical Records Manager & HOD
Lourdes Hospital, Kochi — 682012
Kerala, India
Contact Number : 91 9496822643

DECLARATION

I hereby confirm that all the details given by me are true to the best of my knowledge and can be submitted with relevant documents if required

Place : Kottayam

Date: