PERSONAL INFORMATION

Sheena Varghese

📍 Thazhathethil house , Moolavattom P.O, Kottayam
📞 9207638978
✉ sheenavarghese25@gmail.com

Date of Birth	: 27/01/1999
Marital Status	: Single
Nationality	: Indian
Known Languages	: English,Malayalam,Hindi

CAREER OBJECTIVE

To become a part of growing organization and apply my professional, technical and interpersonal skills and develop myself and working towards bold and vision of the firm.

EDUCATION

School of medical education, Gandhinagar
MSc Medical Documentation
Pursuing
2022

Baselius college, Kottayam
B Sc Mathematics
86%
2019

MD Seminary higher secondary school , Kottayam
Higher secondary
84%
2016

Mount Carmel girls high school, Kanjikuzhy
High School
84%
2014

PROJECTS

Statistical analysis of most probable disease in general medicine and paediatric department in pushpagiri medical college hospital, Tiruvalla

TRAINING DETAILS

Pushpagiri medical college hospital , Thiruvalla *2 months*
Assembling
Deficiency checking
Sorting
Filing

Malabar Cancer Centre, Thalassery *1 month*
Scanning
Assembling
Deficiency checking
Coding
Indexing
Sorting
Filing

MOSC medical college hospital, Kolencherry *20 days*

Deficiency checking
Coding
Indexing
Filing
Medical auditing

Taluk head quarters hospital Thiruvalla *10 days*

Deficiency checking
Coding

Indexing
Sorting
Filing

ACHIEVEMENTS & AWARDS

Certificate of participation in Medrecon 2020

PROFESSIONAL SKILLS

In depth knowledge in medical records management, Skills in medical coding, Strong knowledge in medical terminology, Record maintenance and storage, Hospital statistics, Microsoft office(word, excel, powerpoint, visual basic)

INTERESTS

Reading
Listening music
Gaming

PERSONAL SKILLS

Active listening
Critical Thinking
Time management
Decision making

REFERENCE

1. SUMA V MADHAVAN - "SME,Gandhinagar "
Head of the department
7736324420

Date : 22/02/2022
Place : Kottayam